

Communication Strategy Memo

Team ZAM

6 September 2023

Instructor: Michael Leverington

Sponsor: Tim Wojtulewicz

Mentor: Vahid Nikoonejad Fard

**Team Members: David Knight, Akiel Aries, Cody
Beck, Nathan Chan**



Team Meeting and Communication:

- The Zeek Asset Manager team will meet weekly. This weekly meeting will occur every Tuesday at 3 PM Arizona time.
- The team will use a Discord channel to facilitate communication between team members. It is expected that all team members will respond promptly to messages in the Discord channel. A prompt response is defined as within 4 hours during normal business hours, or the next morning if a message is sent late at night.
- The Discord channel should be used by team members to facilitate the scheduling of any impromptu team meetings. All team members should make their best effort to come to any impromptu meetings, which may be scheduled at any time, but preferably, team members will receive at least 6 hours notice. Impromptu meetings may take place either in person, or using Discord's meeting functionality.
- The team will use Zeek's Slack channel to facilitate communication with the client.

Meeting and Communication with Capstone Mentor:

- The Zeek Asset Manager team will meet with the Capstone Mentor (Vahid) weekly. These meetings will take place every Friday at 1 PM Arizona time.
- The team will communicate with the mentor through the use of the Discord channel set up by the team and the Capstone Mentor.
- At the team's weekly meetings with the Capstone Mentor, the team will have prepared a detailed task report listing all of the things the team did throughout the week. This includes work on the codebase, class documents, discussion items within the team or with the client. Additional items may be added at the discretion of the team and the Capstone Mentor.