



## Communication Strategy Memo

**To:** Tayyaba Shaheen

**From:** Medical Gaming Solutions

**Date:** January 26, 2024

**Subject:** Communication Strategy for Spring 2024

This is our plan for team communication during the second half of our CAPSTONE project.

### Weekly Team Meetups:

- When: Every Tuesday, 6:00 PM. Emergency meetings will be as requested, at least 24 hours in advance.
- Why: Quick updates, sorting out tasks, and throwing around ideas.
- Location: Discord.

### Additional Communication Channels:

Discord:

- Main hub for daily talking and questions.
- Responses within 12 hours.

Email:

- Client communication and scheduling meetings.
- Replies expected within 24 hours.

SMS:

- Emergency feedback needed.
- Responses expected within 2 hours.

### Weekly Mentor Meetings:

- When: Every Thursday, 2:00 PM.
- Why: Task report updates, upcoming deliverables, and individual coding progress.
- Location: Library Room 184 or mentor's preference. Online when requested.