

Communication Plan

Stakeholders

Role	Name(s)	Location	Timezone
Product Owner (Po)	S.P.	Lithuania	GMT+3
Business Analyst	Sopio Injia	Georgia	GMT+4
Business Analyst	Berrin Tunahan	Turkey	GMT+3
Business Analyst	Taylan Can Kose	Turkey	GMT+3
SME 1	Dr. Isabelle Cooper	UK	GMT+1
SME 2	Dr. Vidya Sharma	India	GMT+3
SME 3	Dr. Tomas Jankauskas	Lithuania	GMT+3

Communication Matrix

#	Participants	Type of Communication	Channel	Frequency	Responsible	Purpose
1	Project Team	Daily Stand-up	Teams Chat/Call	Daily (15 min)	Taylan Can Köse	Quick status update, blockers
2	Product Owner (PO)	Progress Update	Teams/Email	As needed	Berrin Tunahan	Progress updates, issue reporting, next steps, and follow-up and questions communication.

3	Product Owner (PO)	Weekly Review	Teams Call	Every Wednesday (30 min)	Sopio Injia	Quick check-in and preparation for the week
4	Product Owner (PO)	Weekly Review	Teams Call	Every Friday (1 hour)	Taylan Can Köse	Review of the week's results and planning ahead

Communication Guidelines

- **Daily:**
 - Ongoing communication via Teams chat/call among team members.
 - Short written daily update for PO if needed.
- **Weekly:**
 - Thursday: All-project team meeting for overall status, risks, and next steps.
 - Weekly detailed call with PO for priorities and key decisions.
- **Support:**
 - Any member needing urgent help can call/chat other team members instantly.