Communication Plan

Stakeholder	Objective	Tool/Format	Frequency	Owner	Importance
Client	Update on sprint achievements and address clarifications	Zoom - Sprint Demo	Bi-weekly	Product Owner	Medium
	Document sprint progress, review decisions and action items	Email with Attached Sprint Report	End of each sprint	Product Owner	High
Client & Supervisor	Resolve detailed queries on project requirements and scope	Direct Email Correspondence	As needed	Product Owner	High
Supervisor	Monitor project trajectory and provide guidance	Weekly Check-In Calls	Weekly	Scrum Master	High
Development Team	Sync on tasks and immediate blockages	Zoom - Stand-Up	Twice per week	Scrum Master	Low
	Task assignment or problem help	In person/Zoom - Regular meeting	Once per week	Scrum Master	Medium
	Plan sprints and distribute tasks among team members	Zoom - Sprint Planning	Start of each sprint	Scrum Master	High
	Review and adapt development processes	Zoom - Sprint Retrospective	End of each sprint	Scrum Master	High
	Task management and sprint progress tracking	Slack or Confluence	Continuous	All Developers	Medium
All Stakeholders	Casual communication and quick updates	Slack	Ongoing	All Participants	Medium
	Centralize project	Confluence	As updated	All Participants	Medium

	documentation and update team knowledge				