

COMMUNICATION MANAGEMENT PLAN

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Project Name Copy-Waste

Communication Name	Description	Audience	Timing
Weekly Sprint Planning/Retrospective	Meeting where group members discuss what was/wasn't accomplished in the previous sprint as well as plan for the following sprint.	Nolan Flegel Rishabh Prasad William Peers Sam Dietrich	Weekly on Tuesdays at 2:00 PM (Fall) and 9:30AM (Winter)
Weekly Project Work Period	Dedicated time for Copy-Waste to work as a team towards	Nolan Flegel Rishabh Prasad William Peers	Weekly on Thursdays at 2:00 PM (Fall semester) and TBD (Winter semester)
Mitacs Mentor Check-In	Meeting time to provide updates with the team's mentor and get feedback.	Nolan Flegel Rishabh Prasad William Peers Mohamed El-Darieby Sam Dietrich	Monthly
UofR Mentor Check-In	Meeting time to provide updates with the team's mentor and get feedback.	Nolan Flegel Rishabh Prasad William Peers Trevor Douglas	Bi-weekly on Thursdays
Scrum	Capstone class time with Dr. Macaig where Copy-Waste, and other project teams, present their progress, issues, accomplishments, future endeavors, and more.	Nolan Flegel Rishabh Prasad William Peers Dr. Tim Macaig	Bi-weekly on Fridays (Fall) Weekly on Tuesdays (Winter)