COMMUNICATION PLAN

**Version1.1**

**Đạt Huỳnh**

**22/10/2019**

**VERSION HISTORY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| 1.0 | Đạt Huỳnh | 22/10/2019 |  |  | Create CommunicationPlan |
| 1.1 | Đạt Huỳnh | 27/10/2019 |  |  | Update CommunicationPlan |
| 1.2 | Quốc Nhân | 28/10/2019 |  |  | Update CommunicationPlan |

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# Introduction

## Purpose

The communication plan will support communication at multiple levels in project, primarily between the stakeholders and the project management team, between the project management team and the development team, and between architecture team.

Through communication, stakeholders can:

* Knowing all stakeholders in project
* Knowing kind of information need to communicate
* Knowing method how to communicate
* Knowing the time when need to communicate

## About Development Team

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Email** | **Phone** |
| Huỳnh Tuấn Đạt | Leader | huynhtuandat2797@gmail.com | 0915640755 |
| Phạm Quốc Nhân | Member | phamquocnhan147@gmail.com | 0368129228 |
| Trịnh Như Phương | Member | trinhnhuphuong.qn1@gmail.com | 0392832542 |
| Trương Quang Vương | Member | quangvuong12c7@gmail.com | 0398979515 |
| Nguyễn Anh Minh | Member | nuanmi155@gmail.com | 0772472828 |

## About Stakeholder

## Meetings

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| Morning | 9:00 AM Team meeting |  |  | 9:00 AM Team meeting |  |  |  |
| Afternoon |  | 3:30 PM Mentor meeting |  |  |  | 1:00 PM Mentor meeting |  |
|  |  |  |  |  |  |  |  |

# Content

* 1. *About Meetings*
     1. *Mentor Meeting*
* Mentor meeting: Tuesday & Saturday each week,
  + - Tuesday at 3:30 pm (4th floor)
    - Saturday at 1:00 pm (4th floor)
    1. *Customer Meeting*
    2. *Team Meeting*
* Team meeting: Monday & Thursday each week, 9:00 am (coffee shop)