Communication Plan

Description	Frequency	Method	Audience	Owner	Purpose
Project Team meeting	Every Saturday 12 pm – 2 pm	Zoom	Project Team	Project Manager	Make sure everyone is on the right track and assign tasks to everyone.
Stakeholder meeting (Client)	Every Wednesday 11 am – 12 pm	Zoom	Stakeholder (Client)	Project Team	To show our weekly progress and get feedback from client. And discuss potential problems of the project.
Stakeholder meeting (Tutor)	Every Wednesday 8 am – 10 am	Zoom	Tutors	Project Team	To show our weekly progress and get feedback from tutor.
Stakeholder meeting (Shadow Team)	Every Wednesday 8 am – 10 am	Zoom	Shadow Team	Project Team	To show our weekly progress and get feedback from the shadow team feedback
Audits (all stakeholders)	Every 4 weeks	Zoom	Shadow Team, Tutors, Client	Project Team	To show our development progress including documentation, product and development process. And receive feedback from the all stakeholders base on project development.
User testing	Twice this semester	Face to face	Potential users	Project Team, Client	Allow possible users to test our product and give feedback before release. This should include disables users if permit is granted.