Communication Plan

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| Description | Frequency | Method | Audience | Owner | Purpose |
| Project Team meeting | Every Wednesday 10 am – 12 pm | Zoom | Project Team | Project Leader | Make sure everyone is on the right track and assign tasks to everyone. |
| Stakeholder meeting (Client) | Every Monday 1 pm – 3 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 to 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. |
| End users testing | Few times before release of the product | face to face | Possible users | Project Team, Client | Allow possible users to test our product and give feedback before release |