Communication Plan: SavorIQ

Summary:

This is the communications plan for the SavorIQ development team. It covers our schedule of meetings, where we store our shared documents, and how we communicate at other times.

Communication Goals:

- Keeping each other informed of task statuses.
- Ask for and offer help where it is necessary.
- Help groom product backlog.
- Define information with all stakeholders.

Stakeholder Information:

Person	Role	Contact	Communication Responsibility frequency	Format/Channel	Notes
Nicholas Solomos	Team Leader / Scrum Master	Nicholas.g.solomos@student.uts.edu.au	Daily, weekly	Facilitates daily in-person scrum meetings, Weekly progress reports using Trello, Monthly high-level timeline/budget/progress updates to product owner via email	Go to for problem solving and questions.
Clement Dai	UI/UX Developer	Clement.dai@student.uts.edu.au	Daily, weekly	File management, Task management, Communication via email and discord	
Ramon Tovar	Front-end Developer	Ramon.tovar@student.uts.edu.au	Daily, weekly	Weekly progress reports using Trello, communication via discord	Oversees product backlog.
Jiguan Wen	Back-end Developer	Jiguang.wen-1@student.uts.edu.au	Daily, weekly	Weekly progress reports using Trello, communication via discord, email	
Jiahui Su	Back-end Developer	Jiahui.su-2@student.uts.edu.au	Daily, weekly	Weekly progress reports using Trello, communication via discord, email	
Peicheng Gu	Testing / QA	Peicheng.guo-1@student.uts.edu.au	Daily, weekly	Weekly progress reports using Trello, communication via discord, email	
Zhiheng Gu	Business Analysis	Zhiheng.gu@student.uts.edu.au	Daily	Weekly progress reports using Trello, communication via discord, email	

Communication Types

Type	When / Where / Participants
Weekly Scrum meeting	Team gathers in-person around the Scrum board for a stand-up meeting for 15 minutes.
Share	
- Progress report from everyone. - Blockers are listed. - Ask for feedback. - Ask for help if needed.	

Type	When / Where / Participants
Weekly Client meeting	All stakeholders meet online/in-person for a meeting.
Share	
- Progress report from everyone. - Product backlog. - Ask for feedback. - Blockers.	

Type	When / Where / Participants
Discord / Teams	Open-ended real-time communication and file sharing
Share	
- Burndown chart. - Documentation. - Ask for feedback.	

Type	When / Where / Participants
Sprint Planning and Retrospective	At the start and end of each (two-week) sprint, team meet to discuss what need to be done or how things could be done better.
Share	
- Product backlog. - QA report. - Attendance is documented. - Review product backlog. - Discussion and questions - Next steps to review. - Sprint goals.	

Type	When / Where / Participants
Weekly / Monthly Emails	Team leader reports to client via email.
Share	
- Progress report vs plan. - Any help needed. - Issues. - Timeline. - Upcoming activities.	