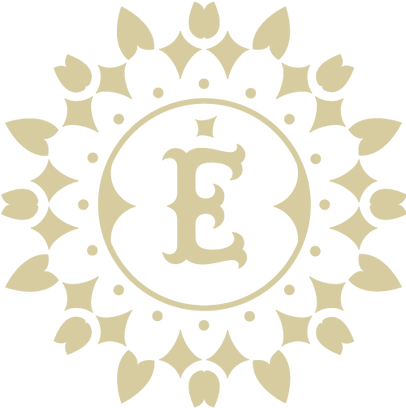
Communication Management Plan



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| --- | --- | --- | --- | --- |
| **What** | **Who** | **Purpose** | **Frequency** | **Type of Meeting** |
| Weekly Meetings | All group  members | Figure out what needs to be done before the next meeting | Every Tuesday after class Starting at 2:45  9/17/2019 | In person at PKI |
| Slack  Communication | All group  members | Questions, concerns, and updates on project and availability | Anytime | Slack - instant messaging |
| Trello | All Group  Members | Assigns tasks to each group member, they move their card to   * In Progress * Project Manager checkoff * Done | Consistently Updating  to determine Progress | Trello Boards –  Progress Report |
| Client  Communication | Nicholas | Decide the scope of the project and what is needed. | Every Weekend | In person at Época  Cantina    1101 Davenport St Suite  150, Omaha, NE 68102 |