Communication Management Plan

# Description

This document describes how project stakeholders will be kept updated on progress.

# Changelog

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| --- | --- | --- |
| Date: | Action | Who |
| 01/27/2014 | Created Prototype | Doug Richardson |
| 01/29/2014 | Uploaded it to Google Docs | James Thompson |
| 02/02/2014 | Updated content to include FOSSology and Ninka community. | Doug Richardson |
| 02/03/2014 | Moved into final report | James Thompson |
| 02/21/2014 | Added Kate Stewart and Jack Manbeck of the SPDX team to the communication management plan, and created a plan on how and when to contact them. | Doug Richardson |
| 02/26/2014 | Added document description | Jon von Kampen |

# Communication Management Plan

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| Communication | Who | When | How |
| Team Meeting | Doug, James, John | Twice a week. E-mail whenever needed. | In person during and after class. E-mail outside of meetings. |
| The FOSSology Team | Bob Gobeille, Mary Laser, Dong Ma, Yao-bin Shi, Raino Lintulampi, and Dan Stangel | Every other week and when important developments happen | E-mail |
| The Ninka Team | Yuki Manabe and Daniel M. German | Every other week and when important developments happen | E-mail |
| The SPDX Team | Kate Stewart, Jack Manbeck | Every other week and when important developments happen | E-mail |