

Communication	Method	Frequency	Goal	Owner	Audience	Others			
Team Standup	WeChat	Daily	Discuss what each team member did yesterday, what they'll do today, and any blockers	Project Team	Project team				
Task Progress Updates	TeamGantt	Daily	Share daily progress made on project tasks	Project Team	Project team	Ephemeral: Wechat	Preserved: Google Doc		
Project Progressing Discussion	Zoom + Google Doc	Weekly	Review project status and discuss potential issues or delays. Use google doc to record the discussion.	Project Team	Project team				
Project Status Report	Email	Weekly	Provide the project status to the stakeholders. Ask if there're additional requirements or modifications.	Project Team	Project team + Stakeholders	Compare against milestone			
Project Milestone Review	Zoom	At milestones	Present project deliverables, showcase current features.	Project Team	Project team + Stakeholders	how to measure			
Project Milestone Review	Piazza / Short Email Notice	At milestones	Gather feedback, accumulate potential customers and discuss next steps.	Project Team	Customers	Demo with Tiktok clips.	keep them inform / decision --> business strategy(coming soon.. newstuff...)		
Post-mortem meeting	Meeting	At end of project	Assess what worked and what did not work and discuss actionable takeaways	Project Team	Project team				
Team Members:									
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