

Communication Plan

Indoor Football Strategy Simulation

Group:

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1. Stakeholders

Our stakeholder is Mr. Johnson, the manager of SIM Software.

Contact Information

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We should inform Mr. Johnson at the end of every iteration about the project's progress.

Mr. Johnson will decide if the design of the application is acceptable or not.

We will communicate with Mr. Johnson by email, both for invitations for meetings or sending documents.

2. Meetings

Meeting with the stakeholder will occur after every iteration, in case we need more meetings we will contact the stakeholder via email.

3. Participants and collaboration

We must consider two types of meetings, one will be with our group members to discuss the work and give feedback and the other one will be with the stakeholder.

During the meetings the person responsible for taking the minutes will take the minutes of the meeting and he/she will upload them within 24 hours to the Google Drive.

If there is a need for more meetings the project team will schedule them. The weekly agenda will be sent by email together with the weekly deliverables, preferably one day before the next meeting.

4. Applications used for communication

- **GitLab:** We will use GitLab for source code management, coordinating the work between the members and keep tracking changes on the files.
- **Google Drive:** We are going to use the cloud storage to store our files and document there.
- **WhatsApp:** to have quick chat between our group members.
- **Fontys Mail:** To communicate with the client and tutor.