

| Stakeholders       | What                                   | When                        |
|--------------------|--|-----------------------------|
| Professor          | Objective of the non-profit            | Start of the project        |
|                    | Status of project                      | Weekly                      |
|                    | Issues of project                      | Weekly                      |
|                    | Team introduction                      | Final Day - 27th April 2022 |
| Team Member        | Team meeting schedule/information      | Weekly                      |
|                    | Scope of work                          | Start of the project        |
|                    | Change requests                        | Adhoc                       |
|                    | Deadlines                              | Start of the project        |
| Panel              | Objective of the non-profit            | Final Day - 27th April 2022 |
|                    | Motivation for the non-profit          | Final Day - 27th April 2022 |
|                    | Anticipated profit                     | Final Day - 27th April 2022 |
|                    | Team introduction                      | Final Day - 27th April 2022 |
|                    | Future course of action                | Final Day - 27th April 2022 |
| Other Team Members | Problem statement                      | Final Day - 27th April 2022 |
|                    | Challenges faced and resolution        | Final Day - 27th April 2022 |
| Project Manager    | Issues and roadblocks                  | Adhoc                       |
|                    | Status/progress Updates                | Twice a week                |
|                    | Suggested causes for existing problems | Adhoc                       |

| How              | Who             | Where                |
|------------------|-----------------|----------------------|
| In Person        | Project Manager | Classroom/Office     |
| Online/In Person | Project Manager | Email/Zoom/Office    |
| Online/In Person | Project Manager | Email/Zoom/Office    |
| In Person        | Team            | Classroom            |
| Online/In Person | Project Manager | Email/Zoom/Classroom |
| Online/In Person | Project Manager | Email/Zoom/Classroom |
| Online/In Person | Project Manager | Email/Zoom/Phone     |
| Online/In Person | Project Manager | Email/Zoom/Phone     |
| In Person        | Team            | Classroom            |
| In Person        | Team            | Classroom            |
| In Person        | Team            | Classroom            |
| In Person        | Team            | Classroom            |
| In Person        | Team            | Classroom            |
| In Person        | Team            | Classroom            |
| In Person        | Team            | Classroom            |
| Online/In Person | Team Members    | Email/Zoom/Phone     |
| Online/In Person | Team Members    | Email/Zoom/Phone     |
| Online/In Person | Team Members    | Email/Zoom/Phone     |