Ulric Aird & Trevon Friday

Capstone Project

Communication Plan

**Communication Plan**

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| Person/Groups | How You’ll Communicate | How Often |
| Team Members | Face to Face, Video Calls, Email Updates | Everyday face to face, Sunday Video calls. |
| Teacher | Reports | Weekly on Wednesday |
| Stakeholders | Video Calls, Weekly Reports | Once a month |
| Content Creators | Sprint Platform Updates, Email | Twice a week |
| Legal & Technical Advisors | Video Calls, Emails | Twice a month |

**Progress Report**

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| --- | --- |
| Section | Details |
| Tasks Completed | Finalized content strategy and website main and upload page. |
| Next Steps | Testing the publishing workflow. |
| Problems | Slow response time for uploading the videos to the server. |