**Group Communication**

The group will communicate through Teams.

**Meeting Cadence**

Ethan Dunzer and Chrys Chan will meet the team individually once or twice a week depending on the member’s schedule.

**Project Plan**

The project plan will be on a Google Sheets located in our group’s Google Drive. The Project Manager will be in charge of creating the project plan. Updating the project plan will be done by the person doing the task. They will also be responsible for communicating with the rest of the group of their update(s) through Teams.

**File Sharing Place**

All the shared documents will be stored in our group’s Google Drive. (Link provided below)

<https://drive.google.com/drive/folders/1kREGl34mnQGpK8RIfax2_QjEOmY64sMr?usp=sharing>

**Risks and Mitigation Plan**

A major risk would be miscommunication or having no communication at all due to this being an online class. Our mitigation plan is to have every member communicate through our Teams chat or to Chrys. Every member is expected to meet with either Chrys or Ethan at least once a week. In addition, Chrys will post a weekly update every Monday of what is expected from the team that week.

Individual

**What is your role on the team and explain what your responsibilities are to the team and projects.**

My role is a Process Modeler along with an assisting pm and UX designer. This means that I will have strong communication with most of the group and should have a good understanding of what is happening at any given time.