



COMMUNICATION PLAN

2024

PREPARED BY
Team of Winnovate
Systems

TABLE OF CONTENT

1. Team Members	2
2. Key Stakeholders	3
3. Types of Meeting	4
4. Communication Details	5

TEAM MEMBERS

Name	Designation	Contact Email
Charanjit Singh	Team Lead	charanj2@uwindsor.ca
Meetkumar Tejasbhai Bhavsar	Associate Team Lead	bhavsa35@uwindsor.ca
Vrutikkumar Parmar	Innovation Specialist Engineer	parmar8a@uwindsor.ca
Heet Maheshkumar Patel	Innovation Specialist Engineer	patel2s9@uwindsor.ca
Mihir Jadeja	Innovation Specialist Engineer	jadeja8@uwindsor.ca
Shrey Shah	Innovation Specialist Engineer	shah7y1@uwindsor.ca
Harkunwar Singh Brar	Innovation Specialist Engineer	brar58@uwindsor.ca

KEY STAKEHOLDERS

Name	Designation	Contact Email
Dr. Aznam Yacoub	CEO	aznam.yacoub@uwindsor.ca
Dr. Taher Yacoub	Sponsor/Investor/ Stakeholder	yacoubta@uwindsor.ca
Ms. Sabrina Amraoui	Sponsor/Investor/ Stakeholder	amraoui@uwindsor.ca

TYPES OF MEETING

Meeting Type	Frequency	Attendees	Purpose of the meeting	Preferred Communication Channel
Team Meeting	Two to three times a week, as needed.	All team members	Tracking progress and discussing solutions to any obstacles faced by team members, planning further development process, discussing stakeholder's meeting progress and new findings.	In Person/ Teams Meeting, on the Team 01 channel, a direct meeting with the instant link will be initiated at the scheduled time.
Stakeholder Meeting	Once a week, as needed.	Sponsors, CEO (if needed), other stakeholders (if needed), Team members (Team Lead or/and Associate Team Lead, Innovation Specialist Engineers (If needed, names will be mentioned in the meeting details email))	Project requirement discussions with stakeholders, sharing project progress and updates, discussions regarding the development plan, feedback sessions regarding the development of solutions, and the direction of the project development.	Teams Meeting or emails (will be mentioned in the meeting details email)
CEO Meeting	Once a week (if needed)	CEO, Team members (Team Lead or/and Associate Team Lead, Innovation Specialist Engineers (If needed))	Project progress updates, discussing organizational goals and validating if the project goals are aligned with organizational goals, discussing sponsors/stakeholders' status.	Teams Meeting or In Person, Room 4017 300 Ouellette Ave. (will be mentioned in the meeting details email)

COMMUNICATION DETAILS

1. Team meeting:

The team meeting is done virtually via Microsoft Teams or in person.

I. Meeting Details:

- a. The time and place of the meeting should be shared at least one hour before the meeting.
- b. Agenda for the meeting should also be shared.
- c. If some other attachments or documents need to be discussed in the meeting those will also be included in meeting details.

II. Objectives:

- a. Sharing progress reports.
- b. Discussing the solutions to any obstacle faced by any team member.
- c. Planning further development process.
- d. Discussing stakeholder's meeting progress and new findings.

III. Team 01 - Channel status update:

- a. Meeting details (including the timing of the meet)
- b. Meeting notes

2. Stakeholder meeting:

I. Meeting Details:

Share prior to 72 hours at minimum:

- a. Book the time for the meeting and share the schedule with the team.
- b. Sample email template:

From	Team lead (charanj2@uwindsor.ca) or Associate team lead (bhavsa35@uwindsor.ca)
To	Stakeholders (yacoubta@uwindsor.ca , amraoui@uwindsor.ca) and CEO (aznam.yacoub@uwindsor.ca) (if needed)
Cc	Team lead (charanj2@uwindsor.ca) or Associate lead (bhavsa35@uwindsor.ca) and other team members (parmar8a@uwindsor.ca , patel2s9@uwindsor.ca , jadeja8@uwindsor.ca , shah7y1@uwindsor.ca , brar58@uwindsor.ca)
Subject	Re: [COMP-8117] Winnovate Systems - Sponsor/Stakeholder
Body of the email	<ul style="list-style-type: none">• Begin the email with a short and welcoming opening message containing a greeting and a brief introduction.• Outline the meeting agenda for clear understanding.• Clearly state the scheduled meeting time.• Include the participants expected to attend the meeting.• Include the communication channel details.• If it is a stakeholder's meeting, then the stakeholder's roles and responsibilities will be included in the email.• Close the communication with a final message and appropriate salutation.• Sign off with the name, position, and company details.• Attach all relevant supporting documents to the email for reference.

II. Objectives:

- a. Queries and discussions.

- b. Present and discuss proposed ideas, review previous understanding, and assess their relevance to project implementation.
- c. Seek feedback and comments from stakeholders on suggested conversations.
- d. Improve understanding of the project's requirements through shared input.

III. Follow-up Email within 24 hours of the meeting (if necessary):

- a. In the event of unforeseen circumstances resulting in meeting cancellation or the rejection of the proposed idea, we will send follow-up emails. These emails will include our proposed ideas or updated proposals, seeking feedback, or keeping the sponsors, investors, and stakeholders informed.
- b. Sample email template:

From	Team lead (charanj2@uwindsor.ca) or Associate team lead (bhavsa35@uwindsor.ca)
To	Stakeholders (yacoubta@uwindsor.ca , amraoui@uwindsor.ca) and CEO (aznam.yacoub@uwindsor.ca) (if needed)
Cc	Team lead (charanj2@uwindsor.ca) or Associate lead (bhavsa35@uwindsor.ca) and other team members (parmar8a@uwindsor.ca , patel2s9@uwindsor.ca , jadeja8@uwindsor.ca , shah7y1@uwindsor.ca , brar58@uwindsor.ca)
Subject	Winnovate Systems - Sponsor Follow-up email
Body of the email	<ul style="list-style-type: none"> • Begin the email with a short and welcoming opening message containing a greeting and a brief introduction. • State meeting information regarding which follow-up email is being sent. • Clearly state the proposed ideas or updated proposals, seeking feedback or keeping the sponsors, investors, and stakeholders informed. • Close the communication with a final message and appropriate salutation. • Sign off with the name, position, and company details. • Attach all relevant supporting documents to the email for reference.

3. CEO meeting:

I. Meeting Details:

Share prior to 24 hours at minimum:

- a. Book the time for the meeting and share the schedule with the team.
- b. Sample email template:

From	Team lead (charanj2@uwindsor.ca) or Associate team lead (bhavsa35@uwindsor.ca)
To	CEO (aznam.yacoub@uwindsor.ca)
Cc	Team lead (charanj2@uwindsor.ca) or Associate lead (bhavsa35@uwindsor.ca) and other team members (parmar8a@uwindsor.ca , patel2s9@uwindsor.ca , jadeja8@uwindsor.ca , shah7y1@uwindsor.ca , brar58@uwindsor.ca)
Subject	Re: Winnovate Systems - CEO Meeting
Body of the email	<ul style="list-style-type: none">• Begin the email with a short and welcoming opening message containing a greeting and a brief introduction.• Outline the meeting agenda for clear understanding.• Clearly state the scheduled meeting time.• Include the participants expected to attend the meeting.• Include the communication channel details.• Close the communication with a final message and appropriate salutation.• Sign off with the name, position, and company details.• Attach all relevant supporting documents to the email for reference.

II. Goals:

- a. Queries and discussions
- b. Assessing team/project alignment with organizational goals.
- c. Discussing project progress.
- d. Examining team collaborations and progress.

- e. Identifying road blockers and challenges.
- f. Seeking strategic guidance.
- g. Clarifying decision-making processes.