

Communication Plan SmartEats App Development

- **Project Team and Roles**

- Project Managers – Bishesh Tilara & Pham Thi Hien
- FrontEnd Developers – Bishesh Tilara & Christopher William
- BackEnd Developers – Pham Thi Hien & Amir Sarsenov
- UI/UX Designers – Pham Thi Hien & Clément Ringeval
- CI/CD – Clément Ringeval

- **Communication Channels**

- Weekly status meetings will be held every Monday at 10AM physically or via Discord. These meetings will discuss project progress, challenges, and next steps.
- **Discord**
 - For formal updates, important decisions, and change requests.
 - For quick and informal team discussions, sharing links or documents, and staying connected during development.
- **Notion**
 - Used as the centralized platform for managing documents, sprints, tasks, and project related information.

- **Meeting Schedule**

- **Weekly Project Status**
 - Meetings Every Monday at 10AM physically or via Discord. Discuss overall project status, task updates, and potential risks.
- **Design Review Meetings**
 - As needed, to review UI/UX designs and gather feedback from team members.
- **Testing and Bug Review**
 - Meetings Before major releases, to review and prioritize reported bugs and issues.

- **Reporting and Updates**

- **Weekly Progress Reports**

- The project manager will send weekly progress reports to stakeholders, summarizing achievements, upcoming tasks, and potential risks. Reports will also include insights from the SWOT analysis and any relevant information from the documentation.

- **Change Request Process**

- Any changes to project scope, timeline, or requirements must be submitted through the change request process and approved by the project manager.

- **Issue Tracking and Resolution**

- **Notion for Task Management**

- We will use Notion to log and track issues, bugs, and feature requests. Tasks will be assigned and updated regularly.

- Priority Levels Issues will be categorized by priority (High, Medium, Low) based on their impact on the project.

- **Response Time**

- The team will aim to respond to high priority issues within 1 day and address them promptly.

- **Risk Management and Mitigation**

- **Risk Identification**

- Technical Challenges Integration of AI models and third party APIs may pose technical challenges and require additional development time.
 - Data Security Ensuring data security and privacy is crucial to protect user information and build trust.
 - Scope Creep Frequent changes in requirements and scope could impact the project timeline and budget.

- Resource Constraints Limited availability of certain skills or team members may affect the development pace.
- User Adoption Encouraging users to adopt and consistently use the app could be challenging in a competitive market.

- **Risk Mitigation**

- **Technical Challenges**
 - Conduct thorough research and prototyping before integration. Allocate additional time for unexpected technical hurdles.
- **Data Security**
 - Implement encryption protocols, data access controls, and regular security audits. Comply with relevant data protection regulations.
- **Scope Creep**
 - Have a well defined scope and change request process. Prioritize essential features and consider adding noncritical features in future updates.
- **User Adoption**
 - Conduct market research to understand user needs. Implement user friendly interfaces and offer incentives for early adopters.

- **Stakeholder Communication**

- **Regular Updates**
 - Stakeholders will receive regular updates on project progress and milestones achieved. Updates will include SWOT analysis insights and risk status.
- **Feedback and Input**
 - Stakeholders will have the opportunity to provide feedback and input during specific review meetings and via email.

- **Handling Delays and Changes**

- If any delays or changes in the project timeline occur, the project manager will communicate these changes promptly to stakeholders and propose adjustments if needed.

- **Project Closure and PostMortem**

- After successful deployment, the team will hold a project closure meeting to review the project's successes, challenges, and lessons learned.
- A postmortem report will be prepared and shared with stakeholders to provide insights for future projects.

- **Notion Workspace**

- The Notion workspace will serve as the central hub for project documentation, including meeting notes, sprint planning, tasks, and other essential project information.
- All team members will have access to Notion to stay up to date with project progress and access necessary documents.