

# Communication Plan

Communication	Method	Frequency	Goal	Owner
Project Team				
Kick-off meeting	Video Meeting	Start of project	To introduce the team, establish the project goals and finalize project timelines	Lei Cao
Stand-up meeting	Video Meeting/Project Board/WeChat	Daily	To go over important tasks that have been finished, are in progress, or are about to be started	Zhengquan Chen
Backlog grooming	Video Meeting/Project Board	Biweekly	To keep the backlog up-to-date and ensure that backlog items are prepared for upcoming sprints	Yuting Sun
Sprint planning	Video Meeting/Project Board	Biweekly	To define what can be delivered in the sprint and how that work will be achieved	Yuting Sun
Post-mortem meeting	Video Meeting	End of project	Assess what worked and what did not work and discuss actionable takeaways	Haoran Yu
Stakeholder				
Kick-off meeting	Video Meeting	Start of project	To introduce the team and the project	Lei Cao

Project status report	Project Board/Email/TA Hours	Weekly	To review project status and discuss potential issues or delays	Lei Cao
Milestone review	Video Meeting	At milestones	To present project deliverables, gather feedback about specific features, and discuss options or next steps	Xiaowen He
Customers/end-users				
Project overview display	Project Github Page	Start of project	To introduce the project with the customers, such as the purpose of the project, the main features, and the technologies plan to use	Xiaowen He
Project process updates	Project Github Page	Weekly	To post the latest progress in implementing the project and any significant milestones	Yuting Sun
Q&A session	Video Meeting	Monthly	To give customers the opportunity to find out more about the ongoing project	Zhengquan Chen
Final presentation	Video Meeting	End of project	To share with the class the whole work that have been done	Whole Group