# **Communication plan**

The project group expects to have certain setbacks which are inevitable, for example absence due to illness, defective parts or data loss due to corrupted files. The project group will therefore set “internal” deadlines and “external” deadlines. The internal deadlines are set by the project team without customer co-operation, which ensures enough time to live up to customer expectation and evades tasks snowballing. The external deadline(s) are predominantly set by the customer and are non-negotiable. The customer expects the desired result and the project group must deliver on time.

## Internal communication

An initial meeting is set at the project kick-off to ensure that all members have a say in the dates on which the internal deadlines are set. The primary ways of communication have been agreed to among group members in order to promote a healthy group process. These primary ways of communication are divided in two categories: digital and non-digital communication. The digital conversation is led via group chat on WhatsApp in which all members are able to express their opinions and ideas. The non-digital conversation is led via group discussions, which will be held weekly on Mondays. During the group discussions the project group will gauge at the internal deadlines, bring ideas to the table and criticize the current release. There will be stand up meetings as well in which (individual) project members will briefly communicate between each other about the current state of affairs. These can be held before/after school, during breaks or in-between lectures.

## Customer communication

The project group seeks feedback on the product in order to live up to the expectation of the customer. The customer will criticize the current release of the product during sprint demos in order to improve the final product. Sprint demos will be held once every three weeks.

## Teacher communication

The current release consists of multiple files, e.g. code structures or wiring diagrams. The completed files will be reviewed by group members (other than the writer) in order to ensure that the code is as optimal as possible. The mentor will be reviewing the current release (once every week) on Mondays in order to give feedback and thus to improve the end result.