Routine+ For a better you. Everyday

Project team

Communication	Method	Frequency	Goal	Owner
Project status report	3rd Party Collaboration Platform	Weekly	Go over project current status, set new goals and responsibilities for next deliverables	Team Lead
Milestone Review	Zoom Meeting + 3rd Party collaboartion platform	Weekly	Each team member reviews their past week progress and idenfity any issues they have encountered	Project manager
Milestone Progress Report	Zoom Meeting + 3rd Party collaboartion platform	Daily	Discuss setbacks, bugs, and software issues that team memeber have encountered during their work progress	All Team members
Project Mid Review	Zoom Meeting + 3rd Party collaboartion platform	Mid Way of Project	Asses whether project outcomes are closely aligned with initially set goals. Discuss possibility of rescoping project or change of features	All Team members
Project Final Review	Zoom Meeting + 3rd Party collaboartion platform	At End of Project	Finialize project oucome. Discuss project presentation flow	Project manager

Team Members	Position
Yuan, Yao	Project Manager
JunFeng, Zhou	Team Lead
Vy Thai	Team member
William Chen	Team member

Project Stakeholders (course faculty)			
Communication	**Frequency**	**Goal**	**Owner**
Project Bi-Weekly Status Review	Monthly	Review Project progress via GitHub Submissions	Tech Lead
Project Review	At milestones	Present project deliverables. Get feedback from stakeholders(grades, comments etc)	Project Manager
Project Customers (class mates)			
Communication	**Frequency**	**Goal**	**Owner**
Project Final Demo	Once	Present project functionalities and features to the class. Gathering resposnses and feedback.	Project Manager