Recipients	Type of Communication	Frequency	Sender/Owner	Key Dates	Delivery Method	Goal	Resource Links	Additional Notes
Klar Management	Project Status Updates	Weekly	Project Manager	Every Monday	Email, Meeting	To keep Klar updated on project progress, risks, and milestones	Project Plan	Include key decisions made during the meeting
Development Team (Sözö)	Technical Sync-up	Bi-weekly	Software Architect	Every 1st and 15th of the month	Video Call, Slack	To ensure that technical implementation aligns with project goals	System Architecture Docs	Share progress on technical development
UI/UX Designer	Design Review	As needed (based on milestones)	UI/UX Designer	After wireframes, mockups, and final design are completed	Video Call, Figma	To gather feedback on UI/UX and finalize designs	Figma, Design Docs	Approval needed before moving to development
Dermatologists	AI Output Review	Monthly	AI/ML Specialist	At the end of each month	Email, Online Platform	To ensure product recommendations are accurate and clinically valid	AI Algorithm Docs	Collect feedback on AI and product analysis
QA Team	Testing Progress Updates	Weekly during testing phase	QA Specialist	During testing phase	Jira, Slack	To communicate testing results, bugs, and progress	Testing Reports	Provide key testing insights and bug fixes
Klar Brand Team	Branding and Product Input	Monthly	Project Manager	At the start of each milestone	Video Call, Slack	To ensure product branding and marketing input are aligned	Branding Guidelines	Integrate branding requirements into the app
Backend Developer	Backend Development Sync	Weekly	Backend Developer	Weekly	Slack, Jira	Track backend development and API integration progress	Development Docs	Ensure back-end matches front-end and AI specs
Flutter Developer	Frontend Development Sync	Weekly	Flutter Developer	Weekly	Slack, Jira	To discuss progress on app development (iOS/Android)	Development Docs	Share progress on app features
AI/ML Specialist	AI Model Progress	Bi-weekly	AI/ML Specialist	Every 2 weeks	Video Call, Slack	Share updates on AI model training and product recommendations	AI Docs, Data Models	Refine AI models based on input
Project Sponsor (Klar)	Executive Review	Monthly	Project Manager	At the end of each milestone	Presentation, Email	Review key deliverables and ensure project alignment with business goals	Project Plan	Milestone approval required
Security/Compliance Team	Security & Privacy Review	Once (at testing phase)	Security Specialist	During the security testing phase	Email, Jira	Ensure data protection and compliance with regulations	Security Reports	Penetration testing and security checks
Klar Marketing Team	Marketing Alignment	Monthly	Project Manager	Monthly or per milestone	Video Call, Email	Align product launch and marketing strategies	Marketing Strategy Docs	Coordinate for post-launch activities
Sözö Leadership	Overall Project Review	Bi-weekly	Project Manager	Bi-weekly	Email, Video Call	To track overall project progress and address roadblocks	Project Plan, Status Reports	Provide leadership with project status
Support Team	Post-launch Maintenance	Weekly (after launch)	Support Manager	After launch	Email, Slack	To ensure issues post-launch are tracked and resolved efficiently	Support Tickets	3 months of support post-launch