**Project Communications Plan**

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| **Project Name:** Tuner & Metronome iOS Application | **Project Caretaker:** Phil M. |
| **Beginning Date:** February 25, 2025 | **Completion Date:** May 25, 2025 |

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| **Project Objectives:**  Implement tone generator, metronome, and chromatic tuner functionality, provide interface localization for several major language groups, and release production version within three months. |

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| COMMUNICATION GOAL | COMMUNICATION TOOL | AUDIENCE | FREQUENCY |
| First Meeting (Project Development Plan) | E-Mail, In-Person Meeting | Project Sponsor, Project Caretaker, Team Members | February 25th |
| Team Discussion | IM Collaboration Platform | Project Caretaker, Team Members | As Needed |
| Team Meeting | Conference Call | Project Caretaker, Team Members | Weekly  (Thursday Afternoons) |
| Project Review | E-Mail, Conference Call | Project Sponsor, Project Caretaker, Team Members | Monthly  (Second Tuesday Mornings) |
| Project Completion | E-Mail, In-Person Meeting | Project Sponsor, Project Caretaker, Team Members | May 25th |