**COMMUNICATIONS MANAGEMENT PLAN**

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| **Project Title:** | **Yocto+SPDX** | **Date Prepared:** | **January 28, 2015** |

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| **[Stakeholder](#Stakeholder" \o "List the people or the groups of people who should receive project information.)/Project Group** | **[Information](#Information" \o "Describe the information to be communicated: For example, status reports, project updates, meeting minutes, etc.)** | **[Method](#Method" \o "Describe how the information will be delivered. For example, e-mail, meetings, Web meetings, etc.)** | **[Timing or Frequency](#Timing_or_Frequency" \o "List how often the information is to be provided or under what circumstances.)** |
| UNO Yocto+SPDX Group -Tom Gurney, Tim Strever, Dan Right, and Kevin Lumbard | Day to Day Business | Face to Face Meeting | Monday and Wednesday 3pm to 4:15pm  Thursday 12pm to 1pm |
| UNO Yocto+SPDX Group | Day to Day Business | Group Email | As needed |
| Yocto - | Project Related | Mailing List |  |
| SPDX - | Project Related | Mailing List |  |
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| **[Assumptions](#Assumptions" \o "List any assumptions.)** | **[Constraints](#Constraints" \o "List any constraints. Constraints can include descriptions of proprietary, secure, or sensitive information and relevant restrictions for distribution.)** |
| Urgent tag in subject line requires a response | As soon as possible but it is understood that group members have other obligations. |
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**[Glossary of Terms or Acronyms](#Glossary_of_Terms_or_Acronyms" \o "List any terms or acronyms unique to the project or that are used in a unique way.)**

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| **Subject Headers**  [CSCI 4900]  [CSCI 4900 : Urgent] |

Attach relevant communication diagrams or flowcharts.