	Communication Plan - Stakeholder					
	Communication	**Method**	**Frequency**	**Goal**	**Owner**	**Audience**
	Project status report	Piazza	At milestones	Update the latest progress. Team will hold follow-up dicussions with the stakeholder's comments and determine the next step to proceed the improvement.	Representative presenters of the group	Stakeholders
	Kickoff Meeting	Piazza + Zoom + Docs	At the beginning of the project	After determining the key functions of the project, the team will discuss with the stakeholders about the doable in the long term and the potentail further requirements	Primary/Secondary Contact	Stakeholders
	Key Features Evaluation	Piazza + Emails	At milestones	Collect feedback and comments of stakeholder to update whether key features are satisfied	Primary/Secondary Contact	Stakeholders
	Technical Meeting	Github + Piazza	At milestones	Discuss technic related topics including frameworks, database and program languages to ensure the feasibility and reasonability	Project Team	Stakeholders
	Project Presentation	Github + Piazza	At the end of the project	Review project final outcome and discuss the potentail further improvement	Project Team	Stakeholders