

	Communication Plan - Project Team					
	Communication	Method	Frequency	Goal	Owner	Audience
	Project status report	Zoom meeting	At milestones	Review project status and discuss the delays if any	Primary Contact	Project team
	Team standup	Zoom meeting	Weekly	Share progress and discuss current and potential issues	Primary/Secondary Contact	Project team
	Code Discuss	Collaboration apps	As needed	Update daily progress	Primary/Secondary Contact	Project team
	Code Review	Github + Zoom meeting	At milestones	Review code at milestones and collect feedback	Primary/Secondary Contact	Project team
	Documentation Discuss	Collaboration apps	As needed	Discuss progress on documentations	Primary/Secondary Contact	Project team
	Documentation Review	Google doc + Zoom meeting + Github	At milestones	Review documentations at milestones and discuss next steps	Primary/Secondary Contact	Project team
	Post-mortem meeting	Zoom meeting + Github	At the end of the project	Review project features and discuss the potential improvement	Primary Contact	Project team