

	Communication Plan - Customers/End-users					
	Communication	Method	Frequency	Goal	Owner	Audience
	Project Requirements Meeting	Google doc + Piazza	At the beginning of the project	Collect the requirements for the project including the main features and functions. Setup project deadline and milestones reference to the requirement of customers	Project Team	Customers/ End-users
	Project Progress Meeting	Piazza + Docs	At milestones	Show the progress of the project and adjust the milestones reference to the requirement changing of customers.	Project Team	Customers/ End-users
	Mid-Point Review	Piazza	At the midpoint	Show the current outcome of the project and adjust the project according to the feedback if necessary	Project Team	Customers/ End-users
	Requirements Updates	Piazza + Google Docs	As needed	Collect the updated requirement from the customers and end-users	Project Team	Customers/ End-users
	Project Presentation	Zoom meeting + Piazza	At the end of the project	Present the final outcome and discuss the potential further improvement with the customers	Project Team	Customers/ End-users