Customers/end-users Communication Plan

Communication	Method	Frequency	Goal	Owner	Audience
Project Requirements Meeting	Zoom meeting + Email + Google doc + Piazza	At the beginning of project	Set requirements for the project, including main features and functionality, project deadline, frequency of updating project progress, etc.	Project team	Customers/end-users
Project Purchase Discussion	Zoom meeting + Email + Google doc + Piazza	At the beginning of project	Decide details of project purchase	Project team	Customers/end-users
Project Progress	Zoom meeting + Google doc	Every milestone	Elaborate a milestone with customers	Project team	Customers/end-users
Mid-Point Review	Zoom meeting	At the middle point of project	Present the midpoint achievement	Project team	Customers/end-users
Requirements Updates	Google doc + Email + Piazza	As needed	Brought up updated requirements in the process	Project team	Customers/end-users
Project Presentation	Zoom meeting	At the end of project	Present the project, show the instructions for the users.	Project team	Customers/end-users
Technical Support	Zoom meeting + email	After the project	Provide technical support to users after the project delivered	Project team	Customers/end-users