Stakeholders Communication Plan

Communication	Method	Frequency	Goal	Owner	Audience
Kickoff Meeting	Google doc + Piazza	Once in the beginning	After determining the key decisions of the project, the team will discuss with stakeholders whether doable in the long run and meet the requirements	Project Team	Stakeholders
Key features evaluation	Piazza + Emails	At milestone checkpoints	Collect comments of stakeholders and other potential users to update whether key features will be kept or deleted	Primary and secondary contacts	Stakeholders
Technical Design Meetings	Github + Piazza	At milestone checkpoints	Discuss technical related contents like framework, database or key files and so on to confirm the feasibility and reasonability	Primary and secondary contacts	Stakeholders
Project Status Report (midpoint review included)	Piazza	When needed	Clarify and update the latest progress of the project. After collecting stakeholders' comments, the team will have debrief meetings to determine next steps to proceed the improvement.	Representative presenters of the group	Stakeholders
Code Review Meetings	Github + Piazza	At milestone checkpoints	Brief code review after being reviewed by team members	Primary and secondary contacts	Stakeholders
Project Presentation	Github + Piazza	At the end of the project	Review project progress and discuss beta release	Project Team	Stakeholders
Post-Release Update	Github + Piazza	After the beta release of the project	Discuss how the project will be updated and improved based on the main suggestions from survey answers of beta users	Project Team	Stakeholders