Table 1

	Communication	Method	Frequency	Goal	Owner	Audience
	Project status report	Zoom meeting	At milestones	Review project status	Primary Contact	Project team
	Team standup	Zoom meeting	As needed	Share progress and discuss current and potential issues	Primary Contact	Project team
	Code Discuss	Collaboration apps	Daily	Update daily progress	Primary Contact	Project team
	Code Review	Github + Zoom meeting	At milestones	Review code at milestones and gather feedback	Primary Contact	Project team
	Documentation Discuss	Collaboration apps	Daily	Discuss daily progress	Secondary Contact	Project team
	Documentation Review	Google doc + Zoom meeting + Github	At milestones	Review documentations at milestones and discuss next steps	Secondary Contact	Project team
	Post-mortem meeting	Zoom meeting + Github	At end of project	Review project progress and discuss future plan	Primary Contact	Project team