

COMMUNICATION MANAGEMENT PLAN

Project Name	Visual Schedule Builder Plus (VSB_Plus)		
Communication Name	Description	Audience	Timing
Scrum Meeting	Demonstrating the works that we have done for last couple weeks, and getting comments and feedback from the supervisors - Using zoom to communicate	Dr. Tim Macaig, Xia Hua, Xinyu Liu, Jingkang Yang, Priscilla Chua	Roughly bi-weekly @ Monday 11:30 - 12:20
Mentor Meeting	Check in with mentor to discuss current project progress. Getting any suggestion for our project. - Using zoom to communicate	Dr. Mohamed El-Darieby, Xia Hua, Xinyu Liu, Jingkang Yang, Priscilla Chua	Roughly bi-weekly @ Thursday 3:15 - 4:00
Group Meeting	Group meeting for discussing the tasks and works that we need to do. Talking about the any new ideas or suggestions. - Using zoom to communicate	Xia Hua, Xinyu Liu, Jingkang Yang, Priscilla Chua	Roughly twice a week@ Tuesday/Thursday