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| **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 |