Communication Plan

Team communication remains the same as in IFB398, as is with our Industry Partner and Tutor.

Table 1 Communication matrix

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| --- | --- | --- | --- | --- |
| Description | Frequency | Channel | Audience | Owner |
| Team stand-up meeting | Mondays 10am | In person  Zoom | Project team members | Team leader |
| Partner meeting | Wednesdays 11:30am-12pm | In person  Zoom | Project team members | All project team members |
| Tutor meeting | Every second Friday 9:40am - 10:00am | In person  Zoom | Project team members | tutor |
| Transmission of documents and planned communication with other groups | As needed | Discord  Slack  Email  G-Drive | All project team | All project team members |
| Project reporting and plan revision | As needed | Slack  In person  Zoom  Email | All project team members and industry partner | Industry partner |
| Plan writeup and revision | As needed | Google forms/Google sheets | Project team members | All project team members |
| Notifications | As needed | WeChat/WA business | Project team members | All project team members |