1. Who needs to know?
2. What do they need to know?
3. How should they receive it?

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| **Audience** | **Information** | **Method** | **Frequency** | **Responsibility** |
| Project Team | Meeting arrangements | Email, GroupMe | Semi-weekly: Tuesday and Thursday | Project team |
| Professor Hohne, Mentor(s) | Progress/status updates | In-person or virtual meeting | Semi-weekly: Tuesday and Thursday | Project team |
| Project Team | Project documents/deliverables | Googe Drive, project or team website | Weekly | Project team |
| Project Team | Internally remediable project issues | Email, GroupMe | Upon development of, or change in, issue | Project team |
| Professor Hohne | Other issues, questions, or critique of project team deliverables, project progress, or group conflicts | Email, in-person or virtual meeting | Upon development of, or change in, issue | Project team |
| Professor Hohne, mentors, other project teams | PowerPoint presentation containing project documents/deliverables and prototype demonstration | In-person presentation | 4th May, 2015 | Business Analysts |