

Communication Type	Objective of Communication	Medium	Frequency	Time
Sprint Planning and Kickoff Meeting	Introduce the project objectives and project team.	Face to face	Once	4 hours
Stand up	Daily progress of project, issues, risks	Face to face	Daily - 9:00 AM	15 minutes
Project team meeting	Checking of sprint progress	Face to face	Weekly	30-45 minutes
Client-team meeting	Demo of status of project	Face to face	Weekly	30-45 minutes
Sprint review	Final demo of project	Prentation, face to face	Once	1 hours
Sprint retrospective	Track the team excellence and challanges	face to face	once	3 hours

Audience	Owner	Deliveries
Project Team, Stake holders, Client	Project manager	Agenda, Meeting minutes
Project Team	Project manager	NA
Project team	Project manager	Agenda, Meeting minutes
Project Team and Client	Project Manager	Agenda, Meeting minutes
Project Team, Stake holders, Client	Project manager	Slides
Project Team	Project Manager	Meeting minutes, Table description