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| Communication Type | Objectives | Medium | Frequency | Audience |
| Project Team Meeting | Discuss the work progress | * Conference call * Face-to-face | Daily | Whole team |
| Customer Meeting | - Clarifying some information  - Providing the customer with some information | * Conference call * Emails * Face-to-face | As Needed | * Project manager * Product owner * Customer |
| Technical Design Meetings | Discuss and develop technical design solutions for the project. | * Conference call * Face-to-face | As Needed | Project Technical Staff |
| Project Status Reports | Report the status of the project including activities, progress, and issue. | * Emails | Weekly | * Project manager * Project Team * Stakeholders * PMO |