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| **Communication Type** | **Objective of Communication** | **Medium** | **Frequency** | **Audience** | **Deliverable** |
| Kickoff Meeting | Introduce the project team and the project. Review project objectives and management approach. | Meeting | Once | * Project Sponsor * Project Team * Stakeholders | * Agenda * Meeting Minutes |
| Project Team Meetings | Review status of the project with the team. | Meeting | Weekly | * Project Team | * Agenda * Meeting Minutes * Project schedule |
| Technical Design Meetings | Discuss and develop technical design solutions for the project. | Meeting | As Needed | * Project Technical Staff | * Agenda * Meeting Minutes |
| Monthly Project Status Meetings | Report on the status of the project to management. | Meeting | Monthly | * PM | * Slide updates * Project schedule |
| Project Status Reports | Report the status of the project including activities, progress, costs and issues. | * Email | Monthly | * Sponsor * Project Team | * Project Status Report * Project schedule |