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| **Communication Type** | **Frequency** | **Participants/**  **Distribution** | **Deliverables** | **Owner** | **Format** |
| *Requirements Modification/New Requirements* | *Daily* | *Team Sigma* | *Requirement Documents, Revised Project Documentation* | *Business Analyst* | *Face- Face* |
| *Weekly Status Reports* | *Weekly* | *Dr.Micheal Oudshoorn and team Sigma* | *Work Progress on individual tasks/ subtasks based on the Gantt Chart* | *Harika Malempati* | *Email* |
| *Client Meeting* | *Bi-Weekly* | *Client and team Sigma* | *Tracking report on individual’s performance* | *Dr.Micheal Oudshoorn* | *Face-Face* |
| *Quality-Assurance Meeting* | *Bi-Weekly* | *Team Sigma* | *Quality report on the applications performance* | *QA Manager* | *Face-Face* |