Communication Type	Description	Frequency	Format	Participants/ Distribution	Deliverable/ Action Items	Owner
Design Review	Present wireframes and designs to the client	Once after the wireframing is complete Once after the UI of the Home Page is complete	Google Meet	Stakeholders Development team	Design Files	Design Lead
Sprint Planning Meeting	Prepare sprint backlog the list of tasks that the development team will be completing within a time bound sprint	Weekly	Google Meet	Development Team	Sprint Backlog	Project Manager
Sprint Review Meeting	Present the increment of the sprint and dicsuss about the plans and changes for the next sprint	Weekly	Google Meet	Stakeholders Development team	Directions to create next sprint backlog	Project Manager
Retrospective Meeting	Discuss about the team performance and come up with one area to make an improvement that directly helps in improving the quality of the project	Weekly	Google Meet	Development Team	Retrospective minutes	Project Manager
Daily Scrum Meeting	Present the tasks that were done yesterday and what will be done today. But manily about the blockers and discuss about the sprint goal	Daily	Google Meet	Development Team	Daily Project updates	Project Manager
Weekly Status Report	Email summary of the weekly project status	Weekly	Email/Slack	Stakeholders Development team	Updated weelky Action Register	Project Manager
Project Monthly Status Report (PMR)	Email summary of the monthly project status	Monthly	Email/Slack	Stakeholders Development team	Updated monthly Action Register	Project Manager