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| **TYPE OF COMMUNICATION** | **COMMUNICATION SCHEDULE** | **TYPICAL COMMUNICATION MECHANISM** | **INITIATOR** | **RECEPIENT** |
| Team Meeting | Every Tuesday and Friday | Meeting | Project Manager | Project Team |
| Project Review | Once a week | Meeting | Project Manager | Project Team |
| Requirement Change | When needed | Email/Meeting | Adviser | Project Team |
| Project Consultation | When needed | Meeting | Adviser | Project Team |
| Documentation Review/Update | When needed | Email/Meeting | Project Manager | Project Team |