|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Communication type | Objective of Communication | Medium | Frequency | Audience | Owner | Deliverable | format |
| Microsoft Team Meeting/ Zoom Meeting. | Introduce the project team and the project. Review project objectives and management approach. | Video / Tele Conference | Once | * Project Manager * Project Team | Project Manager | * Agenda * Meeting Minutes | Soft copy archived on AC Brightspace and project Team -23 GitHub account. |
| Microsoft Team Meeting/ Zoom Meeting. | Review status of the project with the team. | Video / Tele Conference | Weekly | * Project Team | Project Manager | * Agenda * Meeting Minutes * Project schedule | Soft copy archived on AC Brightspace and project Team -23 GitHub account. |
| Microsoft Team Meeting/ Zoom Meeting. | Discuss and develop technical design solutions for the project. | Video / Tele Conference | As Needed | * Project Team | Project Manager | * Agenda * Meeting Minutes | Soft copy archived on AC Brightspace and project Team -23 GitHub account. |
| Microsoft Team Meeting/ Zoom Meeting. | Report on the status of the project to management. | AC Brightspace/GitHub | Weekly | * Project Manager * Project Team | Project Manager | * Project Status Report | Soft copy archived on AC Brightspace and project Team -23 GitHub account. |
| Microsoft Team Meeting/ Zoom Meeting. | Report the status of the project including activities, progress, and issues. | AC Brightspace/GitHub | Weekly | * Project Manager * Project Team | Project Manager | * Project Status Report | Soft copy archived on AC Brightspace and project Team -23 GitHub account. |

**Communication Matrix**

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