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|  | **Event** | **Description©** | **Purpose** | **Frequency** |
| 1 | Project Team Meeting | Meeting involving all team members, to discuss the work in-progress / recently completed / coming up | To keep the team informed of the project status and ensure that issues, risks or changes are raised early on. | Weekly |
| 2 | Project Board Meeting | Formal meetings held with the Project Board to assess the overall status of the project. | To determine whether the project has been completed and met the final requirements of the customer. | End of project |
| 3 | Phase Review Meeting | Formal meeting held at the end of each phase, to determine whether the quality of the deliverables produced is satisfactory. | To control the progress of the project through each phase in the lifecycle and boost its chance of success. | End of each major phase |
| 4 | Team Sponsor Meeting | Formal meeting held every week to convey the information about the project. | To determine whether the project in control or not | Every Week |
| 5 | Technical Head | Formal or virtual meeting to know the technical information. | To discuss about the technical information. | Every week  (If needed) |
| 6 | Customer Meetings | Casual meetings with the customers to discuss common points. | To know the effects of the project on the customers. | Monthly |
| 7 | Vendor | Formal of virtual meetings to know the work progress. | To know the updates of work progress. | Weekly |

**Communication Plan:**