| **Communication Type** | **Target / Audience** | **Required Instruments** | **Frequency** | **Approach** |
| --- | --- | --- | --- | --- |
| Project Kickoff Meeting | Project Team | Providing an overview of project goals, roles, and responsibilities. | Once at project initiation | Physical meeting |
| Progress Updates | Project Team | Providing updates on project status, accomplishments, and upcoming tasks. | Weekly | Video Conferencing Platform (e.g., Whatsapp) |
| Sprint Planning Meetings | Project Team, Product Owner | Collaboratively plan sprint goals, prioritize tasks, and assign responsibilities. | At the beginning of each sprint | Video Conferencing Platform (Zoom) |
| Stakeholder Meetings | Project team, Stakeholders | Discussing project progress, address concerns, and gather feedback. | Monthly | Video Conferencing Platform (Whatsapp, Email) |
| Feedback Sessions | Project team, Stakeholders | Gathering feedback on product features, usability, and satisfaction. | Once per week | Online Survey, Focus Groups |
| Risk Management Meetings | Project Team | Discussing contingency plans and risk resolution strategies. | As Needed | Video Conferencing Platform, Zoom |
| Final demo | Project Team | Present the delivery of the project, evaluate progress, and adjust plans as necessary. | End of the course | Physical meeting, power point |