



# Overview

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- Problem
- Meetings
  - Roles
  - Preparation
  - Conducting
  - Recording
- BBoards
  - Posting
  - Issues
- Email
- AIM



# Overview: Project Communication

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- Modes of communication
  - Scheduled communication (Client reviews, Inspections, brainstorming, postmortem review)
  - Event-driven communication (Request for clarification, requests for change, issue resolution)