

<b>Audience</b>	<b>Message(s)</b>	<b>Media/vehicle(s)</b>	<b>Frequency/timing</b>	<b>Provider/ messenger</b>	<b>Feedback mechanism(s)</b>
Uninett, NTNU	Status and plans	Face-to-face meetings	Biweekly (10:00 AM on Wednesdays)	Candidates	Comments during meeting; e-mail
Uninett, NTNU	Detailed progress/weekly reports	Document in shared folder in cloud storage	Weekly	Candidates	E-mail, biweekly meetings
Uninett, NTNU	Progress plans	Document in shared folder in cloud storage	Weekly	Candidates	E-mail, biweekly meetings
Uninett, NTNU, candidates	Meeting minutes	Document in shared folder in cloud storage	After every meeting	Candidates	E-mail, next biweekly meeting
Uninett, NTNU	New weekly report, progress plan and meeting minutes available	E-mail	Weekly	Candidates	Biweekly meeting
Candidates	Changes requested to solution or design	Bi-weekly meetings or e-mail	As needed	Uninett	E-mail, face-to-face discussion
Uninett	Requested changes implemented	Bi-weekly meetings or e-mail	Upon completion	Candidates	E-mail, face-to-face discussion
NTNU	Hours spent (with activity descriptors)	Work log (spreadsheet)	As requested	Candidates (separately)	N/A
Uninett, NTNU	Delays/unexpected issues	Weekly report in shared folder	When applicable	Candidates	E-mail, face-to-face meetings
Uninett	Critical issue(s)	E-mail, face-to-face meetings, crisis meetings*	When necessary	Candidates	Crisis meetings*, face-to-face meetings