What	Who/target	purpose	When/frequency	type/methods
Project Initiation meeting	Leadership Committee Project Team	1. To provide an overview of the project's objectives, scope, and deliverables. 2. To establish a common understanding of roles, responsibilities, and expectations. 3. To answer initial questions and gather Information	Once, Before project start 14 –SEP-2023	In-person meeting
Distribution of project Initiation/project proposal	All Stakeholders Board of Directors	1. To communicate the overall project objectives, scope, and initial plan. 2. To gain stakeholder buy-in and gather feedback. 3. To align all stakeholders with the project's vision and goals.	Once, before project start 19-SEP-2023	In-person project kickoff meeting to introduce the project. Web-based conferences for remote stakeholders.
Project meetings	Leadership Committee, Project Team	1. To keep all stakeholders informed of the project's progress, challenges, and opportunities. 2. To provide a forum for stakeholders to ask questions and give feedback. 3. To collaborate on solutions to problems and make decisions about the project.	Weekly, Every Monday	Video conference
Status Report	All stakeholders,	1. To provide a summary of any conversations or	Bimonthly (2nd and 4th	Emails/

	board of directors and project team	exchanges with stakeholders, taking into account their opinions, worries, and any choices reached during talks or meetings. 2. To identify any potential problems or risks early on. 3. To track the project's progress against its goals and objectives. 4. Include any suggestions for adjustments, enhancements, or tactical reorientations in the report. 5. Provide a report on the project's financial elements. Provide details regarding the funds allotted, the expenses incurred, and any deviations from the initial budget.	Tuesdays of each month),	In-person meetings/ Zoom meetings
Team Meetings	Leadership Committee	1. To discuss the project's progress and challenges, and to make decisions that will ensure the project's success. 2. To provide updates to the leadership team on the project's status, and to get feedback and guidance.	Weekly, Friday	Video conference / In-person project meeting
	Development IT Team	1. To coordinate the work of the IT development team and ensure that everyone is on the same page.	Daily at 1:00 PM	In-person project meeting

		2. To identify and resolve any issues or roadblocks that may be preventing the team from making progress. 3. To collaborate on tasks and share ideas for how to improve the project.		
	Medical Expert Team	1. To discuss the project's progress and challenges from a medical perspective, and to get feedback and advice on how to ensure that the project meets the needs of the medical community. 2. To identify and mitigate any potential medical risks associated with the project. 3. To build support for the project among medical stakeholders.	Monthly (Second Friday)	Video conference/ In-person project meeting
	Entire project team	1. To provide updates on the project's progress to all team members. 2. To discuss challenges and opportunities, and to brainstorm solutions. 3. To foster collaboration and teamwork among team members.	Biweekly, Second and fourth Thursday	Video conference/ In-person project meeting
Project Advisory/Gro up Meetings	Medical expert team, stakeholders & other	1. To get feedback and advice from the medical expert team on the project's progress, direction, and	Weekly, Every Friday	Zoom meetings/ In-person meetings

| | investing organizations | potential impact on the medical community.

2. To identify and mitigate any potential medical risks associated with the project.

3. To build support for the project among medical stakeholders.

4. To Discuss any other expectations and end-date proposals. Updating the project progress. To reiterate the deliverables' fundamental values | | |