AI-Powered Elderly Health Monitoring System

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What	Who/Target	Purpose	When/Frequency	Type/Method(s)
Initiation Phase Meeting	Functional Leadership	-Gather Information for Initiation Plan.	Before Project Start Date.	Meeting
Distribute Project Initiation Plan	All Stakeholders	-Share Project Plan and Scope with Stakeholders.	Before Kick Off Meeting and Project Start Date.	Project Repository-SharePoint Monday Announcements
Project Kick Off	All teams	-Communicate Plans among Stakeholders. -Discuss Team Roles/Responsibilities.	At or Near Project Start Date.	Meeting
Requirement Gathering Phase Meeting	All Teams	-Procure Required Hardware. -Getting Licensed Software.	At or Near Project Start Date.	Meeting
Status Reports	All Stakeholders and Teams	-Update Stakeholders on Progress of The Project	Regularly Scheduled. WEEKLY or As Need Arises.	Meeting
Team Meetings	Functional Leadership Team	-Strategy Planning -Project Management -Project Leadership -Issue Resolution -Risk Management	Regularly Scheduled. WEEKLY is Recommended for Entire Team.	Meeting
	Core Team	-Evaluating The Coding Tasks. -Finalizing System Architecture.	Regularly Scheduled. WEEKLY is Recommended for Core Team However While Project Is Initially Shaping Should Meet TWICE A WEEK.	Meeting
	Functional Team	-Identifying Existing Data Formats -Developing And Testing Integration Protocol. -Contributing to Project Development and Deliverables	Initially WEEKLY is Recommended for Functional or Other Sub-Teams However After That Can Also Meet On Ad Hoc Basis Depending on Project Requirement.	Meeting Collaborating Using Tools Like GitHub, Other Office 365 Tools.
Testing and Evaluation Phase Meeting	All stakeholders	-Recruit & Onboard Elderly Participants Educate them about the initiative	Before Collection of Health Data.	Campaigning at hospitals
	Core and Functional Team	-Evaluate System Performance and Accuracy	After Collection of Health Data.	Meeting Collaborating Online
	All teams	-Evaluate user Satisfaction & Feedback	During and After System Evaluation.	Meeting Collaborating Online

Refinement Phase Meeting	All stakeholders	-Identifying Issues and Fixing Bugs	During and After System Evaluation.	Meeting
Service Deployment Phase Meeting	All teams and stakeholders	-Train Caregivers & Users on System Usage	DAILY after the refinement phase. Needs to be continued as new users get added after product Delivery.	Campaigning at hospitals
Project Advisory/ Steering Group Meetings	Functional Leadership Team and Project Manager	-Update Project Steering Group on status and discuss critical issues. -Work through escalated issues and change requests here.	Regularly Scheduled. BI-WEEKLY is recommended or as needed to discuss critical issues and millstone updates.	Meeting