## Meetings Structure & Workflow

### WEEKEND TUTORIALS (Max 3 Hours)

The weekend session for Foundation and Practicum should last a maximum of 3 hours, structured as follows:

### 1. Introduction and Announcements (10 minutes)

1. Welcome participants.
2. Share any important updates or announcements related to the program.
3. Outline the agenda for the session.

### 2. Lecture Content (75 minutes)

1. **Topic Overview:** Introduce key concepts relevant to the week's focus.
2. **Deep Dive into Content:** Detailed live presentation of lecture material (45 minutes).
3. Case studies or examples showcasing successful implementations (15 minutes).
4. Special clinician engagement session (15 minutes).

### 3. Interactive Q&A Session (15 minutes)

1. Open the floor for questions. Encourage participants to share their thoughts or experiences related to the topic.

### 4. Networking Session (20 minutes Bi-weekly)

1. Break participants into small groups to discuss (Clinicians, programmers, region-based, Topic-based, and random): Insights gained from the lecture.
2. Potential collaborations or projects.
3. Regroup to share key takeaways from each group.
4. This session will be supervised by team coordinators and program coordinators.

**5. Conclusion and Next Steps (15 minutes)**
1. Recap key points from the lecture.
2. Provide information about the next session and any assignments or tasks.
   a. Programming assignment
   b. Reading assignments related to the tutorial
   c. Video recording and slides for explaining the concepts

3. Encourage participants to stay engaged and connected.

## NETWORKING/COLLABORATIVE MEETINGS
## MID-WEEK MEETING

The mid-week session should last a minimum of 2 hours, structured as follows:

- Explanation of medical concepts used in the lectures (20 minutes).
- Have every team (or some team members per week and keep rotating it) member discuss a section of the reading assignment (10 minutes).
- Collaborative solving of the new assignment, moderated by team captains and facilitated by the team coordinator (1 hour).
- The coordinator will present the solution for the previous assignment, allowing participants to compare their solutions and discuss any mistakes (15 minutes).
- The coordinator should grade their assignments in real-time and record their contributions (10 minutes).
- The coordinator will close the meeting by assigning tasks to the clinician responsible for the next medical concepts session, as well as making any other announcements (5 minutes).

## Workflow

- **Weekly Check-Ins:**
  - **Program Lead Coordinators** conduct weekly check-ins with the **Team coordinators and program chairs** to assess progress, resolve any issues, and review learning materials.
  - **Team coordinators** conduct mid-week meetings with their teams, review weekly materials and the progress of tasks, record attendance assign new responsibilities, and discuss any blockers.
  - **Team coordinators** assign tasks based on team members' strengths and learning objectives, ensuring a balanced workload for each member.

- **Reporting:**
  - At the end of each week, **team coordinators** submit a progress report detailing their team's activities, attendance, and any challenges.
  - Program Lead Coordinators compile weekly reports from all teams and provide summaries to the **program chairs**.
  - Program Chairs review the reports, identify trends, and implement adjustments as needed.