**The project organization**

Our organization is made up of 7 members and the jobs are distributed as follows:

Project group:

* Project Manager – Rene Laan
* Group leader – Ian Donker
* Project Secretary – Nish Morovanidze, Solomon Asezebhabor
* Treasurer – Zaco Djaballah, Gideon Elangwe Sakwe
* Marketing – Gherghelas Alexandru, Ramon Gonzalez Ordaz

Each member will work individually for his role. Meetings with the group will take place 3 times per week or more if is necessary. Meetings with the client will be every Friday of the week. If the client has problems or for any other reason he can not support the meeting, he has the obligation to respond at least to e-mails.

The stakeholders are:

* The board of governors
* Board of directors
* School faculty
* Students
* Parents

Communications between the project group and the client :

* Weekly meetings
* E-mail

Internal communications between the project members:

* Weekly meetings (3 times per week)
* Call/sms
* E-mail

A weekly report will be provided to the client including the registration timesheet .

Contact

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