**Final Deployment Review Notes**

**Date: March 20, 2024**

**Attendees:**

* [Project Manager Name]
* Technical Leads
* Customer Support Team
* Representatives from pilot clinics

**Agenda:**

1. Deployment Readiness Checklist
2. User Training Updates
3. Post-Launch Support Plan

**Key Discussion Points:**

* **Deployment Readiness**: All features tested and compliant with healthcare regulations. Final go-live scheduled for March 31, 2024​​.
* **User Training**: Conducted sessions for clinic staff; training materials distributed​.
* **Support Plan**: 24/7 helpdesk setup for first 3 months post-launch. Quarterly updates planned based on user feedback​​.

**Action Items:**

* Perform final data migration by March 25.
* Conduct final system testing between March 26-28.