**Kickoff Meeting Notes**

**Date: July 1, 2023**

**Attendees:**

* Dr. Emily Roberts (CEO, MedSolutions)
* Bill Myers, Project Manager (Insight Health Consulting Group)
* Michael Chen (CTO, MedSolutions)
* Sarah Martinez (COO, MedSolutions)
* Anne Scoville, SME & Lead Business Analyst (Insight Health Consulting Group)
* Dave, Sugrue, SVP of MedSolutions New Initiatives
* Nancy Hurley, (CCO, MedSolutions)

**Agenda:**

1. Introduction to HealthSync Project Goals
2. Team Roles and Responsibilities
3. Timeline Overview
4. Risk Management and Mitigation Strategies
5. Next Steps

**Key Discussion Points:**

* **Project Goals**: Develop an integrated healthcare management platform tailored for medium-sized clinics. Deliverables include EHR, appointment scheduling, billing, telemedicine, and patient engagement tools​​.
* **Roles and Responsibilities**:
  + MedSolutions team to lead development and compliance efforts.
  + Insight Health to provide market research and regulatory guidance​.
* **Timeline**: Target completion by March 31, 2024, with key milestones every 2 months​.
* **Risks**:
  + Regulatory changes.
  + Integration challenges with third-party systems.
  + Mitigation: Regular compliance reviews, early prototyping, and risk workshops​​.

**Action Items:**

* Finalize stakeholder interviews by July 15.
* Schedule bi-weekly sprint reviews starting October 2023.