**Mid-Project Check-In Notes**

**Date: January 15, 2024**

**Attendees:**

* [Project Manager Name]
* Development Team Leads
* QA Team Representatives
* Stakeholders from pilot clinics

**Agenda:**

1. Review Progress on Development Phases
2. Address Challenges Encountered
3. Plan for Beta Release

**Key Discussion Points:**

* **Progress**:
  + Core modules (EHR, billing, scheduling) developed and integrated​​.
  + Telemedicine features nearing completion​.
* **Challenges**:
  + Integration delays with third-party systems; resolution underway​.
  + High resource demand; cross-training team members to alleviate constraints​.
* **Beta Release Plan**: Scheduled for January 31, 2024. Focus groups to test usability and functionality.

**Action Items:**

* Complete third-party integrations by January 25.
* Finalize training materials for UAT phase.