**MONTHLY UPDATES**

Informative sessions held monthly

**MEETING LOCATION**

[Specify Location/ Online Platform]

**WEEKLY TEAM MEETINGS**

Every Thursday at 2:00 PM

**AD HOC MEETINGS**

As needed for urgent discussions

**Meeting Schedule**

**Communication**

**MEETINGS**

Weekly team meetings every

Thursday at 2:00 PM

**01**

**GROUP CHAT**

[Platform Name] for quick updates and questions

**02**

**EMAIL**

Important information communicated via email

**03**

**FEEDBACK**

Open and constructive

feedback is encouraged

**04**

**Team member & roles**

**SARAH ANDERSON**

Leads team, ensures deadlines, and conducts talks for guidance

**EMILY DAVIS**

Responsible for project planning and

diligent timeline management

**JOHN SMITH**

Emphasis is placed on conducting research

and collecting project data

**MICHAEL JOHNSON**

Managing relationships with stakeholders, obtaining vital input through engagement

**Student team charter**

**2023**