

2023 November Community Virtual Meeting Planning Checklist

Timeline	Activity	Done(Yes/No)	Due date	Who
4-5 weeks	Propose & confirm meeting dates	<input checked="" type="checkbox"/>	16 October	Joshua, Jen
4-5 weeks	Set up zoom registration	<input checked="" type="checkbox"/>	16 October	Jen
4-5 weeks	Publish Mini-Meeting on the OpenMRS Calendar	<input checked="" type="checkbox"/>	16 October	Jen
4-5 weeks	Come up with a theme and objectives.	<input checked="" type="checkbox"/>	18 October	All
4-5 weeks	Save the date and announce to the community	<input checked="" type="checkbox"/>	18 October	Jen Lalitha Moodley (will help share posts/adverts)
4-5 weeks	Announce to squads, teams on Talk & Slack	<input checked="" type="checkbox"/>	23 October	Suubi Joshua
4-5 weeks	Set up wiki mini-meeting page	<input checked="" type="checkbox"/>	23 October	Suubi Joshua
3-4 weeks	Draft the schedule .	<input checked="" type="checkbox"/>	25 October	Jen
3-4 weeks	Open up registration.	<input checked="" type="checkbox"/>	25 October	Jen
3-4 weeks	Set up & post sign up for implementers showcase and lightning talks .	<input checked="" type="checkbox"/>	25 October	Jen, Suubi Joshua
3-4 weeks	Reach out to squads and teams to prepare presentations	<input checked="" type="checkbox"/>	23 October	Suubi Joshua
3-4 weeks	Draft invitation letter/email for implementers and special invites	<input checked="" type="checkbox"/>	25 October	Moses.O
3-4 weeks	Send out the email invitations.	<input type="checkbox"/>	3 November	Moses.O , Jen
3-4 weeks	Publish schedule using Sched	<input type="checkbox"/>	9 November	Jen
2-3 weeks	Prepare the presentation deck slide.	<input checked="" type="checkbox"/>	8 November	Suubi Joshua

2 days-3 weeks	Periodic social media updates about the event.	<input type="checkbox"/>	Weekly	Lalitha
2 - 5 days	Set up Menti-Meters	<input type="checkbox"/>	27 November	Moses.O
Ongoing	Update Wiki page	<input type="checkbox"/>	Weekly	
Ongoing	Update meeting schedule	<input type="checkbox"/>	Weekly	
Ongoing	Follow up with implementers, squads on presentations	<input type="checkbox"/>	Weekly	