COMMUNICATION AND COLLABORATION

Please describe the procedure and/or tool, including the following information:
Who are all the stakeholders or participants in this process?

What is the goal of this process or tool? What problem or challenge does it address?

What are the key steps? What makes it work well? Anything to pay particular attention to?

Under what circumstances is this process or tool used? Are there times when it is not a good option?

Anything else that’s important to know about this process or tool?
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