

<b>Meeting</b>	<b>Frequency</b>	<b>Attendees</b>
Governing Board	Twice a year	Governing Board members, directors, lab manager, secretary, (project manager)
Scientific Board	Every 2 weeks	Academic directors, lab manager, (project manager), secretary
Partner meeting	Once a month	Academic directors, lab manager, industry lead
PhD meeting(s)	Once a week Monthly	PhD student and lab manager; PhD student and industry contact PhD student, lab manager, and industry contact
Lab gathering (recommended)	At least monthly	PhD students
Thematic (e.g., SSH, SDGs) cross-lab meetings (recommended)	As often as desired	PhD students and/or staff of two or more labs