**Just-In-Time Training Project**

**Kick-off Meeting**

**Date** **12th June 2023**

**Meeting Objective:** Get the project off to a great start by introducing key stakeholders, reviewing project goals, and discussing future plans

**Agenda:**

* Introductions of attendees
* Background of project
* Review of project-related documents (i.e. business case, project charter)
* Discussion of project organizational structure
* Discussion of project scope, time, and cost goals
* Discussion of other important topics
* List of action items from meeting

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| **Action Item** | **Assigned To** | **Due Date** |
| University founds its system of people who will use the Website (who will be their reviewers, authors and editors) | University (Client) | 10th September 2023 |
| Requirement Analysis & Analysis&Design | Analyst | 14th September 2023 |

**Date and time of next meeting:**

**15th September 2023**