Inception Phase Meeting Agenda / Minutes

TEAM NUMBER:	TEAM NAME:			
LOCATION:	DATE:		Тіме:	
ATTENDANCE				
Presen	t	Regrets		Status Report?
		Taam Ctatus	Danart?	
		Team Status	Report?	
AGENDA				
	<i>INCOMPLETE ACTION ITEMS F</i> Vhat	Who	<i>TING AGENDA / N</i> When	Complete?
•			***************************************	Complete

DELIVERABLES	
Deliverable	Submitted?
Team Charter	
Project Charter (Vision Statement) with Event Table	
Project Plan (Release Plan)	
MINUTES / NOTES	