Agenda

Kickoff Meeting: Social media mogul

Date: October 20, 2015; 9:00 a.m., Convention Center

Project Manager: Mark Bollinger

AGENDA ITEMS

1. Welcome by Mark Bollinger
2. Introduction of team members
3. Distribution and discussion of the project charter:
   1. Project overview
   2. Assumptions
   3. Project scope with milestones and deliverables
   4. Authority and responsibility
   5. Project organization
   6. Roles and responsibilities
   7. Disaster recovery
   8. Resources and funding
4. Stakeholder register
   1. Known stakeholder
   2. Hidden stakeholder
5. Next steps
6. Around the room
   1. Questions
   2. Concerns