**Kick-off meeting check list**

| # | Item | Check |
| --- | --- | --- |
| 1 | Kick-off meeting audience |  |
|  | All team members and consultant participated? | yes |
| 2 | Human Resources |  |
|  | Was staffing profile of engineers discussed during the meeting? | yes |
|  | Were project roles distributed (Project manager, configuration manager, developer, tester, etc)? | yes |
| 3 | Training |  |
|  | Was the training required for the project team considered? | yes |
|  | Were any specific project skills/knowledge required considered? If yes, by what time? | Yes  22/04/2021 |
| 4 | IT |  |
|  | Were any non-standard required IT resources considered? | no |
| 5 | Quality Assurance |  |
|  | Were primary partner (lecturer, technical/technology consultant) communication methods identified (e-mail, phone, skype)? | yes |
|  | Was weekly report distribution list defined? | yes |
|  | Were project metrics discussed and defined? | yes |
|  | Was frequency of project metrics agreed? | yes |
|  | Were project milestones defined? | yes |
|  | Was quality manager role assigned to team member? | no |
| 6 | Configuration Management (CM) |  |
|  | Was a person to conduct project CM identified? | yes |
|  | Were required tools discussed? | yes |
| 7 | Preexisting materials (Freeware, shareware, COTS - commercial on the shelf) |  |
|  | Are you going to use any preexisting materials? If yes, you will need to obtain the permission to use them: freeware, shareware, COTS - licenses are needed | no |
| 8 | Other questions? |  |
|  | 8.1 - ? |  |
|  | 8.2 - ? |  |
|  | 8.3 - ? |  |