

Draft Agenda

Digital Media Development Project
Initial Meeting
Location: SRJC

Quick Introductions & Overview 10 minutes

Goals of the Meeting – Project Manager 5 minutes

Overview: Client 15 minutes

This should be an overview of the project where the client can describe the non-profit and understand the typical visitor and start to get a general idea of what they are looking for in their project.

Questions & Answers 30 minutes

Design/Production Questions and Logistics- Team Member Name

Content Questions- Team Member Name

Programming- Team Member Name

From these questions we want to learn: (this to be planned by team in advance)

Miscellaneous 5 minutes

This is where the team will ask if anything was missed or if there is anything else the team needs to know to successfully complete the project.

Plan next meeting date(s)/location 10 minutes

Make sure to bring your calendars

Review team/client contact info

Establish communication protocol

Adjourn

(PM to write meeting summary and post to Trello)