**Just-In-Time Training Project**

**Kick-off Meeting**

**Date**

**Meeting Objective:** Distribute a backlog and clarify some of the PM paperwork

**Agenda:**

* Review of project-related documents (i.e. business case, project charter)
* Discussion of project organizational structure
* Discussion of project scope, time, and cost goal
* Beginning the project
  + MySQL Tables
  + Android/Web User Sign up
* Check my PM paperwork

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| --- | --- | --- |
| **Action Item** | **Assigned To** | **Due Date** |
| MySQL Tables | Matt | Next week |
| Web Signup | Kyle/Chris | Next week |
| Android Signup | Robert | Next week |
| All Sign in | Kylc,Chris,Robert | Next week |

**Date and time of next meeting:**

Tuesday, February 4th @ 3:15pm