**Just-In-Time Training Project**

**Kick-off Meeting**

**Date**

**Meeting Objective:** Get the project off to a great start by introducing key stakeholders, reviewing project goals, and discussing future plans

**Agenda:**

* Introductions of attendees
* Background of project
* Review of project-related documents (i.e. business case, project charter)
* Discussion of project organizational structure
* Discussion of project scope, time, and cost goals
* Discussion of other important topics
* List of action items from meeting

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| **Action Item** | **Assigned To** | **Due Date** |
| Complete PM paperwork | Brian | Next week |
| Set up Agenda for next meeting | Brian | Next week |
| Starting Android Dev | Robert | Next week |
| MySql Server | Matt/Andy | Next week |

**Date and time of next meeting:**

Tuesday, February 4th @ 3:15pm