**Just-In-Time Training Project**

**Kick-off Meeting**

**Date 5/1/2023**

**Prepared by Mahmoud Mourad Youssef**

**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** |
| Design system design | Development team | 7/1/2023 |
| Create sprints | Project manager | 7/1/2023 |
| Assign deliverables to sprints | Team leader | 8/1/2023 |
| Create publishing | Local Editor | 9/1/2023 |
| Create Database | Developer | 10/1/2023 |
| Cost estimates | Project manger | 10/1/2023 |
| Define project risks | Project manager | 10/1/2023 |

**Date and time of next meeting:11/1/2023**