AGENDA

Meeting Details

Meeting Name	PROJECT KICK-OFF MEETING		
Meeting Objective	The objective of the meeting is introduce the new Software project's Scope, goal,Team members and Timeliness		
Location	GMEET		
Meeting Date	23-09-2023	HOST	IT TEAM

Activity List

speaker	Activity	Time Allocated
Project Manager	Introduce New Software Project	5 min
Team	Q&A Session	3 min
Facilitator	Conclusion	2 min

Meeting Invites

<participants>