**Meeting Title:** Mobile Banking Application Project Kickoff  
**Date:** March 1, 2025  
**Time:** 10:00 AM – 11:30 AM  
**Location:** Conference Room A / Virtual Meeting (Zoom)

**Attendees**

* Jane Doe (Sponsor)
* John Smith (Project Manager)
* Alice Johnson (Senior Mobile Developer)
* Bob Williams (Mobile Developer)
* Clara Martinez (UI/UX Designer)
* David Lee (QA Analyst)
* Emma Thompson (Business Analyst)
* Frank Harris (Systems Integration Lead)
* Grace Kim (Marketing Specialist)
* Henry Roberts (Customer Support)

**Agenda**

1. **Introduction & Objectives:**
   * Overview of project goals and strategic importance.
2. **Roles & Responsibilities:**
   * Discussion of team roles and assignment through Jira.
3. **Project Timeline & Milestones:**
   * Review of major phases and key dates.
4. **Communication & Reporting:**
   * Outline of daily stand-ups, weekly reports, and escalation paths.
5. **Risk Management & Change Control:**
   * Brief overview of risk identification and management via Jira.
6. **Q&A and Next Steps:**
   * Open discussion and scheduling the next meeting.

**Action Items**

* **John Smith:** Distribute full project documentation via email and upload to Jira by March 2, 2025.
* **Clara Martinez:** Share initial design mockups by March 10, 2025.
* **David Lee:** Prepare test plan draft by March 15, 2025.
* **Grace Kim:** Outline preliminary marketing strategy by March 12, 2025.

**Meeting Conclusion**

The kickoff meeting was concluded with a strong commitment from all teams to meet deadlines and adhere to the project scope. The next status meeting is scheduled for March 8, 2025.