

Kick-Off Meeting

Date

Project Name: Dream Builders

Meeting Objective: Get the project off to an effective start by introducing key stakeholders, reviewing project goals, and discussing future plans.

Agenda:

- Introductions
- Pre-work Questions
 - Where does the majority of funding come from? (Donations, National SHP, etc)
 - Is there a place to find upcoming events for SHP NRV?
 - What are the main resources used to make these beds?
- Project Guidelines
[Link](#)
- Expectations
 - Communication (communication management plan)

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Holden will act as primary point of contact

- Discussion of project specifics
 - Management Documents and Website
 - Class Required [Documentation](#)
 - [Class Deadlines](#)
 - Discussion of project scope, time, and fundraising goals
- Project ideas and plan (brainstorming session)

- High-level Objectives (Potential Fundraisers)
 - Sheets, Pillows, Blankets, etc drive
 - Funding our own Bed Build
- Marketing Initiatives
 - Fliers for Businesses around Blacksburg
 - Social Media Posts
 - March Madness Initiatives - Tournament to raise money for SHP
- Bed Build Dates
 - Upcoming schedule of SHP events
- List of action items from meeting
 - TBD

Small Notes:

April 25th - Ed & Ethel's Jewelry Store

April 10th *** Christiansburg Middle School bed build day

Bed Delivery - TBD

Lumber Order - 21 days prior to April 25th

Twin sized, Bed-in-a-bag, Kid-themed

Brought 40+ Bed-in-a-bag by April 25th