University of Tripoli

Faculty of Information Technology

Department of Software Engineering

Web-Applications Development Course ITSE408

Team 4 Kick-off Meeting Checklist

Project ElectroHubb

Meeting Date: 29 April 2025

Kick-Off Meeting Checklist

Table 1:Pre-meeting Checklist Table

Pre-Meeting Checklist	
Organize meeting time with team members through a poll	
Go over the documents and meeting agenda	
Remind team members of the meeting time	
Send MS Teams link to team members	
Assign chairperson and time-holder	

Table 2:Meeting Checklist Table

Meeting Checklist	
Each Team member introduce himself	
Introduce Agenda	
Introduce Risks	
Go into Agenda items in-detail	
Q&A	
Review Action Items	
Record and share the recordings with the Course Lecturers	

Table 3: Post Meeting Checklist Table

Post Meeting Checklist	
Review and edit 'Meeting Minutes'	
Distribute 'Meeting Minutes Document'	
Devise Follow-up action for resolving none—agenda items	
Update/Revise Project Plan if needed and distribute on team	
Schedule meeting for upcoming meetings	