



## Agenda –Kick-off Meeting

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<b>Topic:</b>		
<b>Facilitator:</b>		
<b>Invitees and Organization:</b>		
<b>Date/Time:</b>		
<b>Location and/or Bridge Info:</b>		
<b>Meeting Objective:</b>		

### Topics:

Topic	Lead	Allotted Time
Introductions		
Project Overview <ul style="list-style-type: none"><li>Project Scope</li><li>Project Schedule</li></ul>		
Certification Project Process		
Team Roles <ul style="list-style-type: none"><li></li></ul>		
Project Deliverables <ul style="list-style-type: none"><li></li></ul>		
ReadyCert Demonstration		

### Action Items:

Action Items	Responsible Party	Due Date	Resolution