**Team/Project**

**Kick-off Meeting**

**Date: 2015/09/15**

**Meeting Objective:** Get the project off to a great start by introducing key stakeholders, reviewing project goals, and discussing future plans

**Agenda:**

* Introductions of attendees
* Background of project
* Review of project-related documents (i.e. business case, project charter)
* Discussion of project organizational structure
* Discussion of project scope, time, and cost goals
* Discussion of other important topics
* List of action items from meeting

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| **Action Item** | **Assigned To** | **Due Date** |
| Design code structure | Brandon Davies | 13th October |
| Design a Test Plan doc | Lauren Machan | 13th October |
| Design a Project Schedule | Jennifer Klimova | 22nd September |
| Finish the project baseline schedule | Jennifer Klimova | 30th October |
| n/A | Nathan Nickel | 22nd September |
| Agree on a final Project Charter and final Project Scope | Everyone | 5th October |
| Create a WBS/Task List | Everyone | 30th October |
| Create a Team project milestones list | Everyone | 30th October |

**Record relevant notes/minute below, please:**

**Meeting 1(12:30-1:30)**

* **Came up with witty team name with a logo ~ Wisely**
* **Signed the Team Agreement/ Team Charter**
* **Read the Term Project document (12:50-1:30)**
* **Assigned non code work allocation**
* **Discussed briefly how the design of the project would look like**
* **In process of developing a high level project schedule**
* **Assigned action items to each member**

**Date and time of next meeting:**  
Tuesday October 2 12:00 (Noon)