

XYZ Project Kickoff Meeting

Date & Time: Monday, July 20, 2020

Project: XYZ Company Website

Location: Zoom Meeting 9:00 am EST

Invitees: Roger Wilson - CFO, Lisa Sellers - Executive Oversight Committee Chairman, Tom Kane - Facilities Manager, Edward Speck - Product Manager, James Pulliam - Professional Services Manager, Carol Donners - Warehouse Manager, Czara Reynolds - Project Manager, Helen Peters - Web Designer, Jason Morris - Senior Developer, Scott Fassett - Senior Web Designer, Cindy Lewis - Consulting Analyst

- ❖ Introductions - Project Manager - Czara Reynolds (5 min.)
- ❖ Project Background and Purpose - Project Manager - Czara Reynolds (2 min.)
- ❖ Project Objectives - Project Manager - Czara Reynolds (2 min.)
- ❖ Project Success Criteria
- ❖ Project Scope & Schedule - Project Manager - Czara Reynolds (5 min.)
- ❖ Project Reporting (2 min.)
- ❖ Next Steps - Project Manager - Czara Reynolds (2 min.)
- ❖ Collaboration Tools & Processes (2 min.)
- ❖ Questions

ADDITIONAL INFORMATION:

Handouts:

[Communications Management Plan](#)

[Project Charter](#)

[Project Kickoff Meeting Presentation Slides](#)