Pre-Meeting Planning

1. Project Overview - A short paragraph on what type of meeting this is and for what project.
2. Who will be invited to the meeting and what their role is.
   1. Kelly-
   2. Savannah-
   3. Mark-
   4. John-
3. Meeting length: 55 minutes (Leave 5 minutes to get to next meetings)
4. Meeting Goals:
   1. Goal 1
   2. Goal 2