**Web Publishing System Project**

**Kick-off Meeting**

**Date 15/Dec/2023**

**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** |
| Product Owner Meets with Stakeholders to gather initial requirements. | Product Owner | 25/12/2022 |
| Estimate Budget Required for the project. | Project Manager | 5/1/2023 |
| Estimate Man Month, Time Estimates Required for the project. | Project Manager | 10/1/2023 |

**Date and time of next meeting:**

9 Am 22/1/2023.