**Web Publishing System Project**

**Kick-off Meeting**

**Date 5/1/2023**

**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
* Define project scope
* Share roles and responsibilities
* Hand out the project plan
* Discussion of project scope, time, and cost goals
* Ask questions, next steps and To-Do lists
* List of action items from meeting

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| **Action Item** | **Assigned To** | **Due Date** |
| Product Expert meets with Stakeholders to check some points in the requirements | Product Expert  **Eng. Shaaban Ahmed** | 10/1/2023 |
| Estimate Budget Required for the project | Project Manager  **Reda Mohsen** | 7/1/2023 |
| Estimate Man Month, Time Estimates Required for the project | Project Manager  **Reda Mohsen** | 12/1/2023 |

**Date and time of next meeting:**

11 Am 15/1/2023