MEETING AGENDA

Client Kickoff Meeting

LOCATION: Bulletproof Offices, 1 Howe St, Freemans Bay

DATE: 20/03/2018

TIME: 11:00am

AGENDA ITEMS

1. What will be the primary use for this web application?

Remember to think about requirement and user stories

2. What are the core features & functionality you need to be implemented?

3. What are the problems that having this application in place will solve?

4. What will differentiate this application from existing platforms?

How are you using Jira, Harvest, Trello, Asana etc...

5. What methodology would you be most comfortable with us using?

6. Visually, how would you like this app presented? (Colours, style etc)

7. From a design standpoint, how would you like this app layed out?

Get picture of existing physical system.

8. How will our web application fit in with your existing solutions? Standalone website? Built into an existing intranet?

9.   How often would you like to meet with us in person?

10.   How would you like us to stay in touch with you? Trello visibility, email etc..?

Ask about sharing initial product backlog before project commencement