**Just-In-Time Training Project**

**Kick-off Meeting**

**Date 28/11/2022**

**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** |
| Discuss project background | Yousef | 3/12/2022 |
| Define the goals of the project | Basil | 5/12/2022 |
| Define rules and responsibilities | Ali | 10/12/2022 |
| Define project scope | Yousef | 12/12/2022 |

**Date and time of next meeting: 28/12/2022**