

Kick Off Agenda

Date/Time:

Location:

Meeting Objectives:

1. Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500
2. When an unknown printer took a galley of type and scrambled it to make a type specimen book.
3. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.
4. It was popularized in the 1960s with the release of Letteraset sheets containing Lorem Ipsum passages

Attendees:

9am to 9:10 am:

Meeting Opening:

Team Introductions:

9:10am to 9:50 am:

Review Project Charter:

10:00 am to 11:15 am:

Review Project Charter:

11:15 am to 11:45 am:

Wrap up:
