

Website Kickoff Meeting Agenda

The purpose of this meeting is to introduce NuRelm's website development process, enumerate project roles, plan communication over the project, describe what kind of help we will need over the course of the project, and work through the essential project analysis elements.

- Introduction
- Process review (15 min)
 - Review ADDIE process and agile development as applied to website development
 - Define project roles
 - Define regular communications during project
- General requirements review (15 min)
- Information architecture (15 min)
- Content types (30 min)
- Design preferences (30 min)
 - Client branding standards
 - Description of design preferences
 - Review of websites client likes and dislikes
- Next steps (5 min)