

Records Management Process Improvement Project Kickoff Meeting Agenda

Date & Time: Tuesday, March 8, 2016; 2:00 PM – 3:00 PM

Location: 505 E. Green St., room 201

Purpose of the Meeting: The purpose of this meeting is to review the approved charter, provide an overview for how the project will be run, and ensure that everyone understands what is expected of them.

Attendees

Person A	Person E
Person B	Person F
Person C	
Person D	

Agenda

	Topic	Leader	Start Time
1	Welcome	Facilitator	
2	Team Introduction (Name, Department, Job title, optionally include an ice breaker topic – something fun, such as a favorite drink)	Facilitator	
3	Project Introduction <ul style="list-style-type: none"> • Scope (in scope and out of scope) • Measurements of success • High-level time table • SIPOC Diagram • Phases (if applicable) 	Sponsor/ Facilitator	
4	Overview of expected approach	Facilitator	
5	Review scheduled future meetings and next steps	Facilitator	

Action Items

	Topic	Leader	Time
1			
2			
3			
4			
5			
6			
7			
8			
9			