

**Kickoff Meeting      Date 1/20/2005**

**Meeting Objective:**

- Review Team Project
- Review Members assignments
- Set up team communication and ground rules
- Determine each team member’s strength for assignments of tasks

**Agenda:**

- Introductions of attendees
- Background of project
- Review of project-related documents (i.e. business case, project request, contract)
- Website development
- Determine needed website links for project documentation
- Discussion of other important topics
- List of action items from meeting

<b>Action Item</b>	<b>Assigned To</b>	<b>Time Alloted</b>
Develop Website structure	Lester/Dianna	4 day
Develop Team Documents	Lester/Dianna	4 day
Contact Customer - Set up Meeting	John	ASAP
Research PalmOS	Tim/John	7 days
Develop Work Breakdown Structure	Dianna	4 days
Start >>Develop Gant Chart	Dianna	12 days
Create Use Case Scenarios	Lester	4 day
Develop project Models	Lester	6 days
Research assignments: to gather information about the project	Team	7 days

**Date and time of next meeting:**

January 25, 2005