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| Draft Status | *In progress* |

Kick-off Meeting

January 30, 2022 at 9:30am

Participants:

* Name, Position, Organization
* Name, Position, Organization
* Name, Position, Organization
* Name, Position, Organization
* Name, Position, Organization

Agenda

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| 9:30 – 9:35 | Introductions |  |
| 9:35 – 9:50 | Overview of Project Logic Model* Role of Logic Model in Project Management
* Context of project
	+ Problem
	+ Existing research
* Intended outcomes
	+ Outcomes vs. Goals
	+ Scope of project
* Outputs
* Activities
* Inputs
 | *Space for notes from meeting* |
| 9:50 – 10:05 | Overview of Project Gantt Chart* Milestones
* Timeline
* Dependencies
* Responsibilities
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| 10:05 – 10:15 | Establish Communication Practices* Standing meetings
	+ Cadence?
* Project updates
	+ Cadence?
* Project communication spaces
	+ Email vs. Teams vs. Slack
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| 10:15 – 10:25 | Discuss Next Steps* Follow up email
	+ Schedule next meeting
	+ Share documentation
	+ Create team spaces and working documents
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