

Records Management Process Improvement Project Planning Meeting Agenda

Date & Time: Thursday, February 18, 2016; 2:00 PM – 3:30 PM

Location: 505 E. Green St., room 201

Purpose of the Meeting: Outline details for the Project Charter

Attendees

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

Agenda

	Topic	Leader	Start Time
1	Review project proposal	Facilitator	
2	Define project's scope (in scope/out of scope)	Facilitator	
3	Determine the project's approach (singular or phased)	Facilitator	
4	Determine how success of the project/phases looks	Facilitator	
5	Determine project team members	Facilitator	
6	Determine high-level time table	Facilitator	
8	Determine project checkpoints/milestone meetings and attendees	Facilitator	
9	Set agenda for project's kickoff meeting	Facilitator	

Action Items

	Topic	Leader	Time
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			