

KICKOFF MEETING

1. Noun
2. Verb
3. Noun
4. Plural Noun
5. Proper Noun
6. Conjunction
7. Verb
8. Noun
9. Proper Noun
10. Noun
11. Adjective
12. Preposition
13. Event
14. Verb
15. Conjunction
16. Verb
17. Plural Noun
18. Adjective
19. Adjective
20. Verb
21. Noun
22. Noun
23. Location

- 24. Verb
- 25. Plural Noun
- 26. Verb
- 27. Adjective

KICKOFF MEETING

As most of you already know, the _____^{Noun} is _____^{Verb} through and assigned to you by your
_____^{Noun}

The project manager needs to research the client to make sure they have all the _____^{Plural noun}

They should check out the clients existing _____^{Proper noun} page _____^{Conjunction}; become a fan of that page
.

The project manager should also _____^{Verb} at the client's _____^{Noun} to assess what content is available
there.

Make sure you set up the project in _____^{Proper noun} with a project _____^{Noun}.

Now its time for the _____
Kick-Off Meeting _____
the internal kickoff meeting before your client kick-off _____.

Come prepared with ideas specific to client needs, how to _____fans, sapplet _____;
content ideas

In this meeting the team will _____potential _____and content ideas and discuss timing.

The success manager will set up Client Kick-off Meeting.

Its the very _____job of the project manager to reply to the salesperson's _____email, and
coordinate the kickoff meeting with client.To be prepared for this meeting make sure to review the kick-off
script and be ready to _____the Tab Development Process Flow _____in the meeting.

Dont

forget, it always helps to have _____Noun_____in _____Location_____if possible.

Don't forget to _____Verb_____copies of the Tab Development Flow document for _____Plural noun_____to review.

_____Verb_____the client a _____Adjective_____follow up email with a meeting recap and next steps!!

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