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

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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 _____Adjective_____ KICKOFF MEETING. The project manager should set up the Internal

Kick-Off Meeting _____Preposition_____ the Account Manager, Success Manager and the Group Manager. Schedule

the internal kickoff meeting before your client kick-off _____Event_____.

Come prepared with ideas specific to client needs, how to _____Verb_____ fans, sapplet _____Conjunction_____;

content ideas

In this meeting the team will _____Verb_____ potential _____Plural noun_____ and content ideas and discuss timing.

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

Its the very _____Adjective_____ job of the project manager to reply to the salesperson's _____Adjective_____ 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 _____Verb_____ the Tab Development Process Flow _____Noun_____ 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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