

KICKOFF MEETING

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

KICKOFF MEETING

As Number of you already know, the Noun contract is signed and Past tense verb to you by your manager.

The Project Manager needs to Verb the client to make sure they have all the Adjective facts!

They should check out the clients existing Proper noun page and become a fan of that page.

The project manager should also look at the clients 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 Noun should set up the internal kickoff meeting

with the Account Manager, Success Manager and Group Manager. The Project Manager make sure to

_____ Verb _____ the internal kickoff meeting before the official client kickoff meeting.

The Project Manager should come prepared with _____ Adjective _____ ideas specific to client needs, these ideas

should focus on how to _____ Verb _____ fans, _____ Noun _____ and content ideas

In this meeting the team will brainstorm potential sapplets and content ideas and discuss timing.

The Success Manager will set up client kickoff _____ Event _____.

Its the very _____ Adjective _____ job of the Project Manager to reply to the salespersons _____ Adjective _____ email,
_____ Conjunction _____ coordinate the kickoff meeting with client. To be prepared for this meeting make sure to
review the kickoff script and be ready to _____ Verb _____ the Tab Development Process Flow document in the
meeting. Dont forget, it always helps to have meeting in person if possible.

Dont forget to Verb copies of the Tab Development Flow document for Pronoun to review.

Send the client a Adjective follow up email with a meeting recap and next steps!!