

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!!

.