

# 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!!

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