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| Draft Status | *In progress* |

Kick-off Meeting

January 30, 2022 at 9:30am

Participants:

* Name, Position, Organization
* Name, Position, Organization
* Name, Position, Organization
* Name, Position, Organization
* Name, Position, Organization

Agenda

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| 9:30 – 9:35 | Introductions |  |
| 9:35 – 9:50 | Overview of Project Logic Model   * Role of Logic Model in Project Management * Context of project   + Problem   + Existing research * Intended outcomes   + Outcomes vs. Goals   + Scope of project * Outputs * Activities * Inputs | *Space for notes from meeting* |
| 9:50 – 10:05 | Overview of Project Gantt Chart   * Milestones * Timeline * Dependencies * Responsibilities |  |
| 10:05 – 10:15 | Establish Communication Practices   * Standing meetings   + Cadence? * Project updates   + Cadence? * Project communication spaces   + Email vs. Teams vs. Slack |  |
| 10:15 – 10:25 | Discuss Next Steps   * Follow up email   + Schedule next meeting   + Share documentation   + Create team spaces and working documents |  |