

# 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

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25. Plural Noun

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26. Verb

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27. Adjective

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# KICKOFF MEETING

As most of you already know, the \_\_\_\_\_<sup>Noun</sup> is \_\_\_\_\_<sup>Verb</sup> through and assigned to you by your  
\_\_\_\_\_<sup>Noun</sup>

The project manager needs to research the client to make sure they have all the \_\_\_\_\_<sup>Plural noun</sup>

They should check out the clients existing \_\_\_\_\_<sup>Proper noun</sup> page \_\_\_\_\_<sup>Conjunction</sup>; become a fan of that page

The project manager should also \_\_\_\_\_<sup>Verb</sup> at the client's \_\_\_\_\_<sup>Noun</sup> to assess what content is available  
there.

Make sure you set up the project in \_\_\_\_\_<sup>Proper noun</sup> with a project \_\_\_\_\_<sup>Noun</sup>.

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!!