

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

25. Plural Noun

26. Verb

27. Adjective

KICKOFF MEETING

As most of you already know, the _____^{Noun} is _____^{Verb} through and assigned to you by your
_____^{Noun}

The project manager needs to research the client to make sure they have all the _____^{Plural noun}

They should check out the clients existing _____^{Proper noun} page _____^{Conjunction}; become a fan of that page

The project manager should also _____^{Verb} at the client's _____^{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 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!!