

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!!