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| **Planning Phase****Kickoff Meeting Agenda** | **Project:** |  |
| **Phase:** | Execution |
| **Date:** |  |
| **Time:** |  |
| **Attendees** |  |
| **Agenda Items** |
| 1. Meeting Objective
2. Weekly Status Reports
	1. Personal
	2. Project
3. Deliverable Acceptance
4. Project Acceptance
5. QA Test Plan
	1. Defect Log
6. Schedule
7. Next Steps

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| **Decisions Made** |  |
| **Issues Identified** |  |
| **Follow-up Action Items** |
| **Item** | **Responsible Person** | **Target Date** |
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