

Kick-Off Meeting

Jun 5, 2017

**Project Name: Voice and Infrastructure Modernization**

**Meeting Objective:** Get the project off to a strong starting by introducing key stakeholders, reviewing goals, and starting requirements.

**Agenda:**

* Introduction
* Review background of project
* Discuss project organizational structure
* Define goals for project
* Define requirements for upgrade
* Define project scope, time, and cost goals
* Summary of covered topics

**Date and time of next meeting: June 12, 2017**

*\*The next meeting will act as a progress update from VoIP Solutions LLC to key stakeholders*