Team Rigatoni

9/2/2014

5-6:15 PM

1. Introductions
2. Project Introduction (Sponsor)
3. Discussion of previous year’s project
   1. What went well, what didn’t
   2. How closely project aligned with expectations
   3. Opinions on technology/architecture choices
4. Resources Requested
   1. Documentation and/or artifacts from previous team’s work
5. Project Sponsor Liaison
6. Meeting Times
   1. Confirm meeting day and time
   2. Communication and process expectations
7. Project agreements
   1. Deliverables And Requirements Elicitation
   2. Sign agreements, if any.