2 MONTHS PRIOR KICK-OFF MEETING AGENDA

Office 365 Email/Calendaring Kick-off Mgrs/Directors/Project Liaisons

Hello Everyone,

It is essential that project liaisons and managers attend a kick-off or make-up session, so you understand the required activities and your involvement leading up to your respective conversion dates.

Here is a link to the kick-off presentation so you can preview the planned topics: <<link to kickoff presentation – sample here: insert link>>