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