Scoping Meeting Agenda

[Date, Time]

[Location]

1. Understand critical issues
   * What is the purpose of this project?
   * Why is it taking place?
   * What is the desired outcome?
   * What are the boundaries of the activity?
2. Understand and discuss high-level process steps
3. Develop scope statement based upon agreement of boundary conditions
4. Define goals and objectives for the project
5. Identify pre-work for project: what, who to complete, etc.
6. Which resources must/can be utilized?