

Landing Page Project-Kick Off Meeting Template

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What's inside this Landing Page Project-Kick Off Meeting Template:

1 Quick overview

Provide an overview of the task at hand.

2 Goals

Define the goals of the project. What would success look like?

3 Data insights

Present any data insights that should be reviewed in preparation for this project.

4 Section breakdown

Discuss the content of each section of the landing page. What is working well? What isn't working as well?

5 Resources

List the resources that you are working with.

6 Blockers

Identify any blockers that could get in the way of completing the project.

7 Deadlines

List project deadlines.

8 Next steps

What came out of this meeting? What are the next steps?