

### Sample Vision Meeting Agenda

Welcome	Project sponsor
Intro, Ground rules agenda	PM
Purpose/goal of the meeting	PM/Customer
What is our scope of authority? WIIFM?	PM/Customer
What is the project expected to accomplish? Do we have an architectural plan to get us there? Share the vision!	Customer/product owner and architect
Who's going to help us?	PM
What questions, suggestions, concerns do we have?	Team
Can we create an elevator statement?	Team
Can we design the box?	Team
Given our work so far, do we have enough information to fill out a project datasheet?	Team
Do we know what our high-level project schedule looks like?	Customer/product owner and team
What issues/risks might impact the vision/product?	Team
What does our final elevator statement, box and datasheet look like now?	Team
What are our team working agreements?	Team
Close: communication plan, parking lot, actions, next steps	All