

# Kickoff Meeting SMART Goals Guide

The kickoff meeting with your supervisor is your opportunity to network, ask clarifying questions, and make sure you have all the information you need to exceed expectations and make a fantastic impression. A good way to use this time is to establish SMART goals for your project. Use the information and suggested questions below to do so. Be sure to take notes during the meeting so you'll have the answers to these questions handy as you work on your project.



SPECIFIC	MEASURABLE	ACTIONABLE	REALISTIC	TIMEBOUND
<p><b>What format should the final project be in?</b> (pdf, .ppt, google slides, etc)</p> <p><b>Is supporting documentation required?</b> If so, what details should be included?</p> <p><b>What are the goals of the project?</b> Having an idea of how your project will be used/ applied, allows you to work with that goal in mind.</p>	<p><b>What is the scope of the project?</b> For example, if you're writing a blog post, roughly how many words should it be? If you're putting together a presentation, how many slides should it be?</p>	<p><b>How would your supervisor like you to maintain contact?</b> (Email, Phone, etc)</p> <p><b>If they are unavailable, who should you contact?</b> What is that person's contact info?</p> <p><b>Do you have everything you need to begin?</b> Check out our <a href="#">Best Practices for Popular Projects</a> for example questions to ask.</p>	<p><b>As you receive answers to the surrounding questions, consider your abilities and existing commitments.</b> If anything being discussed isn't realistic, let your supervisor know right away so there are no unpleasant or unprofessional surprises.</p>	<p><b>When is the project due?</b></p> <p><b>What milestones within the project should be done by when?</b></p> <p><b>How often would your supervisor like an update?</b></p> <p><b>Should those updates include a check-in meeting?</b> If so, how will those check-in meetings take place? (Phone, Zoom, etc)</p>