* **Introductions (names, business cards, contact info & preference)**
* **Identify the project scope** 
  + Definition of project scope
    - Statement of planning and vision
    - Is it feasible? Or Feasibility study needed?
    - Is it needed? Justification? Objective?
    - Is it clear that the client’s goal will meet their requirements? Exploration of other options?
  + What should the deliverables be?
    - What are the requirements?
      * Abatement, flooring, paint, furniture, lighting?
    - What is outside the scope of the project? Anything to be reused?
* **Begin to identify budgetary requirements, rough schedule and constraints?**
  + Project Scope
    - Checklist on page 2, use one per space/area
  + Budget Range
    - Maximum?
  + Preliminary Schedule
    - When to start?
    - Is space currently available?
    - Needs completion by?
  + Constraints
* **Identify project roles and responsibilities**
  + Who is the UDM? (title, name, contact info)
  + Who will be the single point of contact that is responsible for all relay of information between both parties? (title, name, contact info)
  + Who are key Stakeholders?
    - Discuss possible concerns and strategies
    - Public announcements needed?
  + Who will receive updates on the project and when?
* **Explain next steps and timeline**
  + Explain next steps and upcoming phases, give overview of Facility Project Process
  + When will the Project Scope document be sent out? Timeline for client decision?
  + When can the customer expect the FM-101D? For which phases?