morula health

Important topics to cover in a kick-off meeting

- **Rationale for document**
  Background information
- **Document scope**
  What is and isn't included in the scope
- **Confirm study team subject matter experts (SMEs)**
- **Review roles & responsibilities**
  Who is responsible for each piece of the document, confirm author review/process
- **Review timeline**
  Provide proposed timeline and review/confirm
- **Document sharing**
  Uploading of source documents, location of where drafts and reviews are saved