



NIHON KOHDEN AMERICA, INC.

KICK-OFF MEETING AGENDA & CHECKLIST

NEW Construction/Renovation Replacing or Expanding Existing System

- 1. Review clinical training program with nursing staff.
- 2. Review the PO line by line and verify accuracy.
- 3. Review the Pre-Site Survey and address any missing information.
- 4. Review Customer Responsibilities. Are they understood? Yes No
- 5. Review the Installation Timeline Document and note any discrepancies.
- 6. Is the Installation Start Date of **1/22** agreed upon? Yes No
- 7. Is the Go Live Week of **2/5** agreed upon? Yes No
- 8. Review any server products ordered & discuss requirements

If any of the above listed items are missing or delayed beyond what was agreed upon, the installation and go-live dates could be delayed by as much as 90 days from the date of receipt of the information.

If this is an add-on to an existing NK system, review software levels for all existing central nurse stations. It is recommended that the facility contact Tech Support for latest software updates.

Notes:
