| **KICK-OFF MEETING AGENDA TEMPLATE**  **[ORGANIZATION NAMES]** |
| --- |

|  |  |
| --- | --- |
| Location: | [LOCATION NAME or WEB MEETING URL or PHONE CALL-IN NUMBER] |
| Date: | [DATE] |
| Time: | [MEETING TIME] |

# TOPICS TO BE DISCUSSED:

## [OPENING]

### [INTRODUCTION]

### [MEETING GOALS]

## [ATTENDANCE]

### [RECORD PRESENT ATTENDEES]

### [RECORD NOTABLE ABSENTEES]

## [AGENDA APPROVAL]

### [REVIEW AGENDA]

### [REQUESTS FOR ADDITIONS]

### [VOTE TO APPROVE AGENDA]

## [CLIENT INTRODUCTION]

### [CLIENT INTRODUCES THEMSELVES TO THE TEAM]

## [TEAM INTRODUCTIONS]

### [PROJECT MANAGEMENT TEAM INTRODUCES THEMSELVES TO THE CLIENT]

## [PROJECT SUMMARY]

### [PROJECT MANAGER SUMMARIZES PROJECT]

### [DISTRIBUTE RELEVANT REPORTS, DOCUMENTS, ETC.]

## [PROJECT SCHEDULE]

### [REVIEW FULL PROJECT SCHEDULE]

## [PROJECT REPORTING

### [DISCUSS FREQUENCY OF REPORTING AND UPDATES]

### [VOTE ON FINAL DECISIONS]

## [LEGAL]

### [DISCUSS LEGAL ISSUES FACING THE PROJECT]

## [OTHER ITEMS]

### [DISCUSS ANY OTHER ITEMS OF BUSINESS]

## [ADJOURNMENT]

### [MEETING LEADER APPROVES MEETING MINUTES]

### [MEETING LEADER ENDS MEETING]