
KICK-OFF MEETING AGENDA TEMPLATE

Location: _____

Date: _____

Time: _____

TOPICS TO BE DISCUSSED:

I. OPENING

a. INTRODUCTION

b. MEETING GOALS

II. ATTENDANCE

a. RECORD PRESENT ATTENDEES

b. RECORD NOTABLE ABSENTEES

III. AGENDA APPROVAL

a. REVIEW AGENDA

b. REQUESTS FOR ADDITIONS

c. VOTE TO APPROVE AGENDA

IV. CLIENT INTRODUCTION

a. CLIENT INTRODUCES THEMSELVES TO THE TEAM



V. TEAM INTRODUCTIONS

- a. PROJECT MANAGEMENT TEAM INTRODUCES THEMSELVES TO THE CLIENT
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VI. PROJECT SUMMARY

- a. PROJECT MANAGER SUMMARIZES PROJECT
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- b. DISTRIBUTE RELEVANT REPORTS, DOCUMENTS, ETC.
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VII. PROJECT SCHEDULE

- a. REVIEW FULL PROJECT SCHEDULE
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VIII. PROJECT REPORTING

- a. DISCUSS FREQUENCY OF REPORTING AND UPDATES
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- b. VOTE ON FINAL DECISIONS
-

IX. LEGAL

- a. DISCUSS LEGAL ISSUES FACING THE PROJECT
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X. OTHER ITEMS

- a. DISCUSS ANY OTHER ITEMS OF BUSINESS
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XI. ADJOURNMENT

- a. MEETING LEADER APPROVES MEETING MINUTES
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- b. MEETING LEADER ENDS MEETING
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