| **SAMPLE KICK-OFF MEETING AGENDA**  **JONES CONSULTANTS, INC. & ART PROMOTIONS, LLC.** |
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| Location: | Jones Consultants’ Headquarters, 1234 Main St., Los Angeles, CA 91111 |
| Date: | February 8, 2021 |
| Time: | 2:00 pm |

# TOPICS TO BE DISCUSSED:

## OPENING

### Introduction by Caroline Vogel (Project Manager)

### Meeting goals: Review space planning project for Art Promotions, LLC.; ensure all involved have a thorough understanding of the project, its schedule, and issues that may arise during execution.

## ATTENDANCE

### Andrew Cruz (Secretary) takes roll and records all attendees and absentees.

## AGENDA APPROVAL

### Andrew distributes the meeting agenda for all to review.

### Attendees can request additions.

### Caroline leads the group in a vote to approve the final agenda.

## CLIENT INTRODUCTION

### Tyra Hudson (CEO)

### Kate Bansagi (Director of Business Development)

### Dora Cyrus (Facilities Manager)

## TEAM INRODUCTIONS

### Caroline Vogel (Project Manager)

### Amanda Sanders (Designer)

### Eva Montell (Project Coordinator)

### Trevor Marcille (Legal)

## PROJECT SUMMARY

### Caroline summarizes the space planning project with input from Kate.

## PROJECT SCHEDULE

### Eva reviews the overall schedule for the project, from planning to implementation.

## PROJECT REPORTING

### The group will discuss their needs and expectations for reporting updates between the two parties.

### Caroline leads the group in a vote on the final reporting structure.

## LEGAL

### Trevor reviews the city and building codes that apply to Art Promotions, LLC’s new headquarters and how those codes affect the proposed schedule.

## OTHER ITEMS

### If there are any topics that have not been addressed, any attendee can mention them here.

### Caroline offers an open Q&A to address any outstanding questions.

## ADJOURNMENT

### Andrew completes the meeting minutes and Caroline signs them for approval.

### Caroline calls an end to the meeting.