
SAMPLE KICK-OFF MEETING AGENDA

JONES CONSULTANTS, INC. & ART PROMOTIONS, LLC.

Location: Jones Consultants' Headquarters, 1234 Main St., Los Angeles, CA 91111

Date: February 8, 2021

Time: 2:00 pm

TOPICS TO BE DISCUSSED:

I. OPENING

- a. Introduction by Caroline Vogel (Project Manager)
- b. 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.

II. ATTENDANCE

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

III. AGENDA APPROVAL

- a. Andrew distributes the meeting agenda for all to review.
- b. Attendees can request additions.
- c. Caroline leads the group in a vote to approve the final agenda.

IV. CLIENT INTRODUCTION

- a. Tyra Hudson (CEO)
- b. Kate Bansagi (Director of Business Development)
- c. Dora Cyrus (Facilities Manager)

V. TEAM INTRODUCTIONS

- a. Caroline Vogel (Project Manager)
- b. Amanda Sanders (Designer)
- c. Eva Montell (Project Coordinator)



d. Trevor Marcille (Legal)

VI. PROJECT SUMMARY

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

VII. PROJECT SCHEDULE

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

VIII. PROJECT REPORTING

- a. The group will discuss their needs and expectations for reporting updates between the two parties.
- b. Caroline leads the group in a vote on the final reporting structure.

IX. LEGAL

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

X. OTHER ITEMS

- a. If there are any topics that have not been addressed, any attendee can mention them here.
- b. Caroline offers an open Q&A to address any outstanding questions.

XI. ADJOURNMENT

- a. Andrew completes the meeting minutes and Caroline signs them for approval.
- b. Caroline calls an end to the meeting.