Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Template Instructions:

The Kickoff Meeting Agenda Template is a pre-filled template with the recommended topics, some initial timings, and the role responsible for leading that portion of the meeting. You may want to consider substituting actual names.

Select any text and begin typing to replace. Do not include characters to the left or right.

Apply any text formatting you see in this template with just a click from the Home tab, in the Styles group.

To add a new row at the end of this table, just click into the last cell in the last row and then press Tab.

To add or delete rows or columns anywhere in a table, click in an adjacent row or column and then, on the Table Tools Layout tab of the ribbon, click an Insert or Delete option.

|  |  |  |
| --- | --- | --- |
| KICKOFF MEETING AGENDA | | |
|  | | |
| Location: | Address, Room Number, Phone, or Video Info |  |
| Project Name: | Type the project name here |  |
| Date: | Date |  |
| Time: | Time |  |
|  |  |  |

# Agenda Items

|  |  |  |  |
| --- | --- | --- | --- |
|  | 5 minutes | Agenda Review | Project Sponsor |
|  | 10 minutes | Introductions | All |
|  | 5 minutes | Project Benefit | Client |
|  | 10 minutes | Project Description | Project Sponsor |
|  | 30 minutes | Project Scope  Project Approach  Roles and Responsibilities  Teamwork Expectations | Project Manager |
|  | 10 minutes | Next Steps | Project Manager |
|  | 10 minutes | Q & A | All |
|  | xx minutes | Topic | Who |

## Additional information

Add additional instructions or comments here.