

| 🏁 🔐 🏁 **FRONT MATTER** 🏁 🔐 🏁  All 18F AMs are expected to hold a team kickoff at the start of a project, giving team members a chance to connect and absorb background information. When you schedule it, send the team an agenda for the kickoff meeting.  This is a recommended agenda template; it can be adapted to suit the team.  **Suggestions?** Contact: 18F Director of Account Management |
| --- |

[Project Name] Internal Kickoff

**[Date]**

**Total time: 1.5-2 hours**

## Team introductions (10 minutes):

* Name, discipline, role on the project, location, pronouns
* Icebreaker question (e.g. Recent book you read, favorite cereal)

## Team building exercise - (feel free to adapt) (15-20 minutes)

* Round 1:
  + What are you most proud of during your time at 18F? If new to 18F, what’s something in your career that you’re proud of?
* Round 2:
  + What strengths and skills are you bringing to this project?
  + Hopes and fears: what are you excited about with this project? What challenges are you anticipating?
* Round 3:
  + What’s the most creative way you’ve solved a problem as a team?
  + How do you approach building trust and rapport in conflict situations?

## Break (5 minutes)

## Project README [link] walk-through (45-60 minutes)

## Review next steps (5-10 minutes)

Next steps *may* include:

* Read the background documents provided in the project repo [link]
* Schedule an introductory meeting with the partner
* Schedule and begin planning the kickoff with the partner
* Schedule a time to build out a [team charter](https://docs.google.com/document/d/1ncvqtxU9dPAVa3hWu1SxN2Mvqt5y8FzFFtZJz6_988E/edit)
* Set up a team calendar with sprint ceremonies or team meetings
* Set up a project management space to begin tracking the team’s work
* Start preparing the first [weekly ship](https://docs.google.com/document/d/19VyjU7JdIRkmQ_XuEYn7RZr1WVzxVyrWolwx0VtlsWE/edit)
* Prepare for big exec briefing
* What else?

## A moment of ceremony (5 minutes)

* Pick a background and/or filter and we’ll take a team photo