



## Minutes of the [kick-off meeting] – [Name of the project] [Date]

### Participants:

- Team members : names
- External people : names
- Others : names

### Agenda : [objective of the meeting – e.g Project needs qualification]

- Subtopic #1
- Subtopic #2
- ...

### Subtopics :

Subtopic #1	Minutes :  Next steps : @names in charge of next step 1
Subtopic #2	Minutes :  Next steps : @names in charge of next step 2
Subtopic #...	Minutes :  Next steps : @names in charge of next step ...