

# KICKOFF MEETING MINUTES

LOCATION	DATE	TIME
MEETING / PROJECT NAME	MINUTES PREPARED BY	

1. ATTENDEES PRESENT			
NAME	ROLL IN PROJECT	EMAIL	PHONE

2. AGENDA ITEMS	NOTES	OWNER / PRESENTED BY	TIME ALLOCATED
INTRODUCTION			
GROUND RULES			
PROJECT PURPOSE			
PROJECT OBJECTIVES			
ROLES AND RESPONSIBILITIES			
PROJECT SCHEDULE			
COMMUNICATION PLAN			
ISSUES			
DECISIONS			
OTHER			
OTHER			

3. ACTION ITEMS	TO BE ACTIONED BY	DUE DATE

4. NEXT MEETING <i>if applicable</i>		
LOCATION	DATE	TIME
OBJECTIVE OF NEXT MEETING		

