

PROJECT KICKOFF MEETING AGENDA

- Agenda is typically completed by organization secretary or anyone assigned by organization president.
- Prior to meeting, meeting agenda should be compiled and given for review to all group members.
- Copies may be available at meeting.

1. LOGISTICS

DAY AND DATE	START TIME	END TIME	LOCATION

MEETING CREATED BY	FACILITATOR	MINUTE TAKER	TIMEKEEPER

MEETING TITLE

SUBJECT OF MEETING

2. ATTENDEES

NAME	ROLL IN PROJECT	EMAIL	CONTACT

3. INTRODUCTORY STATEMENT

4. SPONSOR STATEMENT

5. AGENDA *Enter each agenda category with multiple listings / topics.*

	START TIME	DURATION	DESCRIPTION	DESIRED OUTCOME	PERSON / DEPT. RESPONSIBLE	END TIME
A			Introductory Statement			
B			Sponsor Statement			
C			Project Background			
C.2			[topic]			
C.3						
C.4						
D			Benefits and Goals			
D.2			[topic]			
D.3						
D.4						
E			Project Scope			
E.2			[topic]			
E.3						
E.4						
F			Roles and Responsibilities			
F.2			[topic]			
F.3						
F.4						
G			Communication Plan			
G.2			[topic]			
G.3						
G.4						
H			Issue Management			
H.2			[topic]			
H.3						
H.4						

I			Regulations and Client Requirement			
I.2			[topic]			
I.3						
I.4						
J			Questions			
J.2			[question 1]			
J.3						
J.4						
K			Next Steps			

3. ACTION ITEMS	OWNER	FOLLOW-UP DATE

NOTES

Remarks

This [MEETING TYPE] meeting of [CHAPTER NAME] is to be held on [DATE] at [LOCATION]. The meeting will begin at [TIME] and is to be presided over by [CHAIRMAN NAME], with [SECRETARY NAME] as secretary.

AGENDA PREPARED BY		AGENDA APPROVED BY	
SIGNATURE	DATE	SIGNATURE	DATE

