Kick-off meeting agenda:-

* 1. Introduction
* Team member names
* Project roles
* Fun facts
  1. Background
* How the project came to be
* Why the project matters
* Set a shared vision
  1. Goals & Scope
* In-scope
* Out-of scope
* Target launch date
* Milestones
  1. Roles
* What work everyone is responsible for
  1. Collaboration
* Shared project tools & docs
* Communication expectations
  1. What comes next?
* Set expectations & action items
  1. Questions
* Gain clarity on meeting topics
* Ensure project benefits from diversity of thoughts, experiences & ideas