Kickoff Meeting Agenda

Project: Windows 11 Laptop Migration

Meeting Date: [Insert Date]

Location: [Insert Location or Link]

Facilitator: Lead Project Manager

# Agenda Items

1. Welcome and Introductions

2. Project Overview and Objectives

3. Review of Project Scope and Deliverables

4. Roles and Responsibilities (RACI Overview)

5. High-Level Timeline and Milestones

6. Communication and Reporting Strategy

7. Risk and Issue Management Approach

8. Stakeholder Engagement Plan

9. Questions and Open Discussion

10. Next Steps and Action Items

# Expected Attendees

- Project Sponsor  
- Lead Project Manager  
- IT Operations Lead  
- Security Lead  
- Business Unit Representatives  
- BA Team  
- Helpdesk Lead