| **Meeting Information** | | | | |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Meeting Title** | | Project Kickoff | **Time** | … |
| **Date** | | … | **Location** | … |
| **Facilitator** | | … | **Note Taker** | … |

**Invitees:** Should include project manager(s), sponsor, vendor, project team, and key stakeholders

|  |  |  |  |
| --- | --- | --- | --- |
| **Attended (Y/N)** | **Name** | **Attended (Y/N)** | **Name** |
|  |  |  |  |
|  | … |  | … |
|  | … |  | … |
|  | … |  | … |

**Agenda/Minutes:**

| **Topic Owner** | | | | |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

## Introductions Facilitator’s Name

* …

## Meeting Ground Rules Facilitator’s Name

* …

## Project Background and Purpose Sponsor’s Name

* …

## Project Objectives Project Manager

* …

## Project Scope and Schedule Project Manager

* Deliverables
* High-level requirements
* Timeline

## Roles and Responsibilities Project Manager

* Roles
* Expectations
  + Team
  + Sponsor
  + Stakeholder availability and engagement

## Risks, Issues, and Change Management Project Manager

* Processes
* Expectations

## Communication Plan and Practices Project Manager

* Plan overview
* Internal communication
* External communication

## Next Steps Facilitator’s Name

* Plan overview
* Internal communication
* External communication

**Action Items:**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Assigned To** | **Due Date** |
|  |  |  |
|  |  |  |