PROJECT MEETINGS

Project Kickoff Agenda

[Project name]

MEETING DATE
[Month day, year]

LENGTH
60 to 90 minutes

TIME	LOCATION	SPONSOR	PROJECT LEAD
[00:00] to [00:00]	[Room or video link]	[Name]	[Name]

ATTENDEES [Names]

OBJECTIVE

> *Everyone leaves with the same picture of the goal, the scope, who owns what, and the first two weeks of work.*

If people describe the project differently at the end, the kickoff isn't finished.

BEFORE THE MEETING

- Project lead: send the one-page brief (goal, scope, budget, deadline) by [date].
- Team: read the brief and note one question and one risk you see.
- Bring your calendar for the next [6] weeks: holidays and other commitments.

AGENDA (75 MINUTES)

NO.	MIN	ITEM	LEAD	PURPOSE
1	5	**Welcome and why this project** The sponsor explains the problem and why it matters now.	[Sponsor]	Inform
2	15	**Goals, scope and what's out of scope** Agree on the result and how you'll measure it. List what you are not doing.	[Project lead]	**Decide**
3	10	**Roles and responsibilities** Fill in the roles table. One owner per area.	[Project lead]	**Decide**
4	15	**Milestones and timeline** Dates for the main deliverables. Mark which are fixed.	[Project lead]	Discuss
5	10	**Dependencies and risks** What we need from others, and what could stop us.	All	Discuss
6	10	**How we'll work** Meeting rhythm, status updates, where files and decisions live.	[Project lead]	**Decide**
7	10	**First actions and questions** Who does what in the first two weeks.	[Notetaker]	**Decide**

MEETING RECORD

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NOTETAKER
[Name]

ROLES

ROLE	NAME	RESPONSIBLE FOR
Sponsor	[Name]	Budget, final sign-off, removing blockers outside the team
Project lead	[Name]	Plan, day-to-day decisions, status reporting
[Workstream] lead	[Name]	[Deliverables they own]
[Workstream] lead	[Name]	[Deliverables they own]
Stakeholders	[Names]	Input and approval at [milestones]

MILESTONES

MILESTONE	DATE	OWNER	FIXED OR FLEXIBLE
[Milestone 1]	[Date]	[Name]	[Fixed]
[Milestone 2]	[Date]	[Name]	[Flexible]
[Launch or handover]	[Date]	[Name]	[Fixed]

DEPENDENCIES AND RISKS

DEPENDENCY OR RISK	LIKELY?	IMPACT	WHAT WE'LL DO	OWNER
[We need X from team Y by date]	[Medium]	[What slips]	[Plan]	[Name]
[Risk]	[Medium]	[What slips]	[Plan]	[Name]
[Risk]	[Medium]	[What slips]	[Plan]	[Name]

DECISIONS, ACTIONS AND PARKING LOT

TYPE	WHAT WAS AGREED	OWNER	DUE
Decision	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Parked	[Topic, and where it goes next: meeting, email, next agenda]	[Name]	[Date]

NOTES

[Anything else worth keeping: numbers quoted, open questions, who to follow up with]