

# Consulting Project Kick-off Meeting Minutes

Date

Time

Location

Facilitator

Note Taker

## Attendees

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## Agenda

1. Welcome & Introductions
2. Project Overview
3. Project Objectives & Deliverables
4. Roles & Responsibilities
5. Project Timeline & Milestones
6. Communication & Collaboration
7. Next Steps
8. Q&A

## Key Discussion Points

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## Decisions Made

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## Action Items

Action Item

Responsibility

Due Date

## Next Meeting

- Date:
- Time:
- Location:

