

Project Kick-off Agenda Template

Project Name:

Date & Time:

Location / Dial-in Info:

Attendees:

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Agenda

Time	Topic	Owner	Notes
	Welcome and Introductions		
	Project Overview & Objectives		
	Scope & Deliverables		
	Project Timeline & Milestones		
	Roles & Responsibilities		
	Communication Plan		
	Next Steps & Q&A		

Action Items

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Notes

