

# Project Kickoff Meeting Minutes

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Facilitator: \_\_\_\_\_

Note Taker: \_\_\_\_\_

## Attendees

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Agenda

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Discussion & Key Points

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Decisions Made

- \_\_\_\_\_
- \_\_\_\_\_

## Action Items

Action Item	Responsible	Due Date
_____	_____	_____
_____	_____	_____

## Next Steps / Next Meeting

- Date: \_\_\_\_\_
- Time: \_\_\_\_\_
- Location: \_\_\_\_\_

Facilitator Date