

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