

# Construction Project Kickoff Meeting Minutes

Project Name:

Project Number:

Date:

Location:

Facilitator:

Attendees:

## AGENDA

- Introductions
- Project Overview
- Scope of Work
- Schedule & Milestones
- Roles & Responsibilities
- Communication Protocols
- Safety Requirements
- Questions & Answers
- Next Steps

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7. Safety Requirements:

8. Questions & Answers:

9. Next Steps:

