

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

MEETING MINUTES

1. **Introductions:**

2. **Project Overview:**

3. **Scope of Work:**

4. **Schedule & Milestones:**

5. **Roles & Responsibilities:**

6. **Communication Protocols:**

7. **Safety Requirements:**

8. **Questions & Answers:**

9. **Next Steps:**

Prepared By _____

Date _____

