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| [Committee/Project Team Name]  **Kickoff Meeting Agenda** |

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| --- | --- | --- | --- | --- | --- |
| Date: |  | Time: |  | Location: |  |

**Attendees**

|  |  |  |  |
| --- | --- | --- | --- |
| **[Committee/Team] Members** | | **Guests** | |
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# Objectives and Agenda

*[Identify the primary objectives of the meeting. In the following table, provide the agenda. List the topics as well as the presenter, format and time allocation for each. For “Format,” identify whether the agenda item is intended as a presentation, discussion, or decision item.]*



| **Topic** | **Presenter** | **Format** | **Time** |
| --- | --- | --- | --- |
| 1. Welcome and Introductions. |  |  |  |
| 1. Project Overview. |  |  |  |
| 1. Project Goals and Objectives. |  |  |  |
| 1. Scope. |  |  |  |
| 1. Approach and High Level Timeline. |  |  |  |
| 1. Key Deliverables. |  |  |  |
| 1. Team Roles and Responsibilities. |  |  |  |
| 1. Next Steps. |  |  |  |
| 1. Questions. |  |  |  |

# Risks

*[This section may be deleted or left blank to be filled in with risks identified during the meeting.]*

# Action Items

*[This section may be deleted or left blank to be filled in with action items assigned during the meeting.]*

| **Action** | **Assigned To** | **Due By** | **Status** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Issues

*[This section may be deleted or left blank to be filled in with outstanding items identified during the meeting.]*

# Decisions

*[This section may be deleted or left blank to be filled in with decisions made during the meeting.]*