**Project Kickoff Meeting Template**

ligne courte

To help you plan your kickoff meeting, Appvizer provides this template.   
Feel free to fill it out with the relevant information for your project!

More info: <https://www.appvizer.com/magazine/operations/project-management/project-kickoff-meeting>

Name of the project:

Kickoff meeting date:

Participants:

| **Name** | **Role** |
| --- | --- |
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**Agenda**

| **Topic** | **Leader** | **Notes** |
| --- | --- | --- |
| Introduction of the participants |  |  |
| Reminder of the meeting agenda   * Goals * Steps * Expected results |  |  |
| Project presentation   * Context and history * Project objectives * Expected deliverables |  |  |
| Project timeline   * Main phases * Deliverables & deadlines * Final deliverables |  |  |
| Roles of the stakeholders   * Roles and responsibilities * Skills * Contact points |  |  |
| Risk identification   * What are the potential risks? * How to respond? |  |  |
| Communication and logistics   * How is information given? * At which frequency? |  |  |
| Follow-up meetings and objectives |  |  |