**Project Kickoff Meeting Template**



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 |  |  |