

Project Initiation Kick-off Meeting Agenda		Project: _____ Date: _____ Time: From: _____ To: _____ Location: _____	
Invitees:			
Attendees:			
Agenda			
		Presenter Name	Time (minutes)
Introductions			
Sponsor's Statement			
Project Background			
Project Goals & Objectives			
Project Scope			
Roles & Responsibilities			
Next Steps			
Questions			
Additional Information			
Handouts:			

Project Initiation Kick-off Meeting	Project: _____ Date: _____ Time: From: _____ To: _____ Location: _____
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Decisions		
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Decision Made	Impact	Action Required?

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Issues		
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Issue Description	Impact	Action Required?

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Action Items for Follow Up		
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Action	Responsible	Target Date