

Company name(s):

Meeting location/link:

Date:

Time/time zone:

**Meeting Title:**

**ATTENDEES (include email/phone)**

Organizer:

Attendees:

Meeting facilitator:

Notetaker:

Notes from last meeting:

Please come prepared with:

## PROJECT KICKOFF MEETING TEMPLATE

### MEETING AGENDA

Time	Agenda Item	Owner/Presenter	Deliverables	Next Steps
	Introductions			
	Project pitch/vision			
	Project scope			
	Roles			
	Timelines			
	Communication strategy			

Action Items:

Notes/summary: