

**Launch Kick-off Meeting Agenda Template**

Project Name	
Start Date	
End Date	
Project Manager	
Project team	
Stakeholders	
Discussion of the Project Overview Statement	
Discussion of Communication Plan (if class 3,4, or 5) Ground rules of Communication (if Class 1, 2)	
Conflict resolution process: viz. roles and responsibilities,	
Operating Rules and expectations (Working style, etc.)	
Clarification of success criteria, objective, etc.	
Discussion of overall milestones and high-level Gantt	
Questions	
Recap / summary	