

## **Planning Kick-off Meeting Agenda Template**

Project Name:

Attendees:

Date:

Time:

Location:

Project Manager:

Core Project team Members:

Stakeholders:

Items:

- Introduction of meeting participants
- Start Date of the planning phase
- End Date of the planning phase
- Guidelines and expectations
- Discussion of the Project Overview Statement elements
- Discussion of Roles and responsibilities/Governance document (if applicable)
- Project Approach and overall timeline
- Existing Issues
- Project Resources/Tools/Repository
- Questions
- Recap / summary/Action Items