

Project Kickoff Meeting Agenda

Meeting called by:	Date:
Facilitator:	Time:
Timekeeper:	Location:
Attendees:	

Item & Discussion Agenda:

TOPIC	PRESENTER	TIME ALLOTTED
✓		
✓		
✓		
✓		
✓		
✓		
✓		
✓		
✓		
✓		
✓		
✓		

Notes: