**Project Kickoff Meeting Minutes**

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| --- | --- | --- | --- |
| **Project Name:** |  | | |
| **Date:** |  | **Time:** |  |
| **Location:** |  | **Meeting Called by:** |  |
| **Facilitator/Platform:** | |  | |
| **Facilitator:** | |  | |
| **Note Taker:** | |  | |

|  |  |
| --- | --- |
| **Present** | **Absent** |
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|  |  |
|  |  |

**2. Meeting Objectives**

* Officially launch the project
* Align stakeholders on project scope, goals, and timeline
* Review roles, responsibilities, and deliverables
* Identify potential risks and mitigation strategies

**3. Agenda & Discussion Points**

**a. Project Overview**

* Purpose and background of the project
* Expected outcomes and success criteria

**b. Scope & Deliverables**

* In-scope and out-of-scope items
* Key deliverables and milestones

**c. Roles & Responsibilities**

* Project manager and team assignments
* Stakeholder roles and decision-making authority

**d. Timeline & Milestones**

* High-level project schedule
* Major deadlines and review checkpoints

**e. Resources & Budget**

* Required resources (staff, tools, equipment)
* Budget overview (if applicable)

**f. Risks & Challenges**

* Potential risks identified during the kickoff
* Mitigation strategies and contingency planning

**g. Communication Plan**

* Frequency of status meetings and reports
* Tools/platforms for communication and file sharing

**4. Action Items**

| **Task/Action** | **Responsible Person** | **Due Date** | **Status** |
| --- | --- | --- | --- |
| Example: Finalize project charter | John Doe | Sept 20, 2025 | In Progress |

**5. Decisions Made**

**6. Next Steps**

**Prepared By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved By (Project Manager/Leader):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_