

Project Kickoff Meeting Agenda

1. Meeting Information

Date	{{Date}}
Time	{{Start – End time}}
Location	{{Location or video link}}
Facilitator	{{Facilitator}}
Note-taker	{{Note-taker}}
Attendees	{{Attendees / required vs optional}}

Fill this block before you send the invite so everyone knows when, where, and who is expected. Name a facilitator and a note-taker — meetings without both tend to drift.

2. Objectives

- Align everyone on the project's purpose, goals, and success criteria
- Agree the scope, the roles, and how the team will work together
- Leave with owned next steps and the date of the next checkpoint

State one to three outcomes this meeting must produce — a decision, a plan, an aligned team. If you cannot name an objective, the meeting can probably be an email.

3. Agenda

Topic	Lead	Time	Type
Welcome & introductions (who's who, and their role)	{{Facilitator}}	10 min	Inform

Why this project — background & business case	{{Sponsor}}	10 min	Inform
Objective & success criteria	{{Project manager}}	10 min	Discuss
Scope: what's in and what's explicitly out	{{Project manager}}	15 min	Decide
Roles, responsibilities & decision-making	{{Project manager}}	10 min	Discuss
High-level timeline & milestones	{{Project manager}}	10 min	Inform
Risks, All assumptions & open questions		10 min	Discuss
Ways of working: tools, meetings, communication	{{Facilitator}}	5 min	Inform
Next steps & action items	{{Facilitator}}	10 min	Decide

Give every item an owner, a time box, and a type — Inform, Discuss, or Decide — so people come prepared and you protect time for the decisions that matter. Put the most important item first, not last.

4. Decisions & Notes

Topic	Decision / key note	Follow-up
{{Scope question}}	{{What was decided}}	{{Follow-up}}

Capture decisions as they happen, in the room. A one-line record of what was decided prevents the same debate from reopening next week.

5. Action Items

Action	Owner	Due date
{{First task — start with a verb}}	{{Owner}}	{{Due date}}
{{Action}}	{{Owner}}	{{Due date}}

Every action needs a single owner and a date — “we” is not an owner. Read these back aloud before you close the meeting so nobody leaves surprised.

6. Parking Lot

- {{Important question raised but not for this meeting}}

Park anything important that is off-agenda here instead of letting it derail the meeting. Review the parking lot when you plan the next agenda.

7. Next Meeting

Date & time	{{Date and time}}
Focus	{{Main focus for next time}}

Set the next meeting before everyone leaves — it is far harder to schedule afterward. Note the main focus so the next agenda almost writes itself.