**Project Kick-Off Meeting Template**

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**Note: This is a template which can be customized by organization for documenting their kick off meeting. This has been created based on experience. A project kick off is part of project definition/initiation phase. During this the sponsor sets his expectations from the project. The business objectives, core needs, scope of project are defined and communicated to the key stakeholders of the project.**

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**Attendee List**

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| **Attendee Name** | **Designation** | **Team Name** |
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**Agenda Details**

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| --- | --- | --- | --- |
| **Agenda Item** | **Presenter Name** | **Details** | **Comments** |
| **Overview of project** |  |  |  |
| **Sponsor statement** |  |  |  |
| **Objective of project** |  |  |  |
| **Project scope** |  |  |  |
| **Goals & Objectives** |  |  |  |
| **Business benefit** |  |  |  |
| **Tentative timelines** |  |  |  |
| **key stakeholders** |  |  |  |
| **Roles & Responsibilities** |  |  |  |

**Risk & Issues**

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| --- | --- | --- | --- | --- |
| **Risk Item Details** | **Complexity** | **Priority** | **Assigned To** | **Status** |
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**Action Items**

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| --- | --- | --- |
| **Item Details** | **Owner** | **Action Required** |
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