**XXXXX Project Kick Off Meeting**

**xxxday DD MM 20YY**

at **VENUE, ADDRESS, ROOM from** **HH:MM** to **HH:MM**

If you are unable to attend, please notify email address by DD MM 20YY

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| **Attendees** | * Name, position e.g. (Chair)/organisation
* Name, position/ org
* Name, position / org
* Name, position / org
* Name, position / org
* Name, position / org
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| **Apologies** | * Name, position / org
* Name, position / org
* Name, position / org
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|  | **AGENDA**  | **Initials**  | **Enclosures**  |
| **1.**  | **Welcome and Team Introductions**  |  |  |
| **2.**  | **Introduction to the project**Background and case for change, what has been done so far, what needs to be achieved in this meeting. |  |  |
| **3.** | **Definition of roles within the project**Who is Project manager/project sponsor etc. discuss what roles will there be and how tasks have been allocated, who are the stakeholders? |  |  |
| **4.**  | **Share and agree the project vision**Ensure that all team members understand the vision and will actively promote this |  |  |
| **5.**  | **General approach and timeline for project**Discuss how the project will unfold, what people need to do to support the project. |  |  |
| **6.**  | **Governance, processes and infrastructure for the management and control of to be implemented.** Share how the PM will manage schedule, issues, scope, risk, etc., to ensure everyone understands the procedures to be put in place.  |  |  |
| **7.**  | **Outstanding questions**Allow people to voice specific questions or concerns they have as the project begins. |  |  |
| **8.**  | **Recurrence and format of project meetings**Set up regular project meetings to discuss project progress and address any issues. Agree the regularity and format of these.  |  |  |
| **9.**  | **Next steps and actions**Agree what the next steps or actions will be and assign responsibility. |  |  |
| **10.**  |  |  |  |
| **11.**  |  |  |  |
| **12.**  |  |  |  |
| **Dd/mm/yyyy hh:mm****Venue/virtual environment(s): room, location / room/location / MS TEAMS** |