**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 |
| **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** | | | |