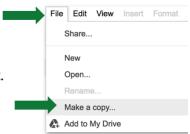


How to use this template:

This is a view-only file and cannot be edited.

Create your own copy of this template to edit.

In the menu, click File > Make a copy...



Try Smartsheet for FREE

PROJECT TEAM KICKOFF MEETING AGENDA TEMPLATE

Template begins on page 2.



PROJECT TEAM KICKOFF MEETING AGENDA TEMPLATE

PROJECT NAME					
DATE	LOCATION			START TIME	END TIME
MM/DD/YY				00:00 AM	00:00 AM
FACILITATOR	CONTACT EMAIL		CONTACT PHONE		
ATTENDEES REQUESTED					



KICKOFF CHECKLIST

CHECKBOX	ACTIVITY	DUE DATE
		MM/DD/YY

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.