

# Project Kick-off Meeting Summary Template

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**Subject:** Project Kick-off Meeting Summary - [Project Name]

**Date:** [Meeting Date]

**Attendees:** [List of Attendees]

**Key Points Discussed:**

- Overview of the project scope and objectives.
- Introduction of team members and their roles.
- Discussion of project timeline and major milestones.

**Decisions Made:**

- Finalized the project timeline.
- Assigned initial tasks and responsibilities.
- Agreed on a communication plan and meeting schedule.

**Action Items:**

- [Name] to send out the project documentation to all team members.
- [Name] to set up the project tracking tool and share access.
- [Name] to schedule the next status update meeting.

**Next Meeting:** [Date and Time]