

New client kickoff meeting agenda template

Meeting date: [Insert date]	Duration: 60 minutes
Meeting time: [Insert time]	Attendees: [Insert names of project team members, account manager, and client representatives]

Agenda	
Welcome and introductions (Presenting: [Insert name], 5 minutes)	Client needs and expectations (Presenting: [Insert name], 15 minutes)
Project scope and deliverables (Presenting: [Insert name], 15 minutes)	Communication plan (Presenting: [Insert name], 10 minutes)
Next steps (Presenting: [Insert name], 10 minutes)	Q&A (5 minutes)
Action items:	Additional notes: