

# Project Kickoff Meeting

**[Team Name]**

**January 1, 2025**

**10:00am – 11:00am**

**Meeting Purpose:**

Review the main goals of an upcoming project and get things moving.

|                      |                                                                                                                                                                                   |             |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>10:00 – 10:05</b> | <b>Introductions!</b>                                                                                                                                                             | All Members |
| <b>10:05– 10:15</b>  | <b>10,000ft overview of the project with broad goals</b>                                                                                                                          | Team Lead   |
| <b>10:15 – 10:20</b> | <b>Outline a few key specific goals that will mark the success of this project</b>                                                                                                | Team Lead   |
| <b>10:20 – 10:25</b> | <b>Discuss the key stakeholders and envision success</b>                                                                                                                          | Team Lead   |
| <b>10:25 – 10:45</b> | <b>Break up the project into its major verticals</b><br>- What are the main tasks?<br>- What is the timeline?<br>- What is left to clarify or solve before the project can start? | Team Lead   |
| <b>10:45 – 10:55</b> | <b>Discuss next steps and project management structure</b>                                                                                                                        | Team Lead   |
| <b>10:55 – 11:00</b> | <b>Address any outstanding questions!</b>                                                                                                                                         | All Members |