## **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.

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