

Project - Kick-Off Meeting

13 November 2025

Attending:

Key Documents:

- Proposal:
- Budget:
- Schedule:
- Production google sheet:
- Project crediting:

1. Creative

- a description of what it is at this stage and how far it might develop/change
- Any urgent business/immediate tasks?

2. Project Management & Risk

Including logistics, communication, scheduling and overall management of project

- How are we going to schedule the project? When will the schedule be done by?
- How are we going to project manage the project?
- Who is the team? Who do we need to recruit?
- Will we be working with any volunteers and in what capacity? How will we find them?
- What personal data might be used? Do we need to run an assessment?
- What level of risk management is necessary? (Pre mortems, risk assessments, project risk register)
- Any urgent business/immediate tasks?

3. Technical Development

- What are our ideas so far?
- What the proposal says we will do?
- What are the next steps to move this forward?
- What level of testing is required? (Accessibility, usability, click through, team/public tests, soft launch)
- Any urgent business/immediate tasks?

4. Admin and HR

Including budget, finances, per diems and contracting

- What is the budget?
- How will the budget be managed?
- How will we do the reporting and finances as we proceed through the project?

- Who will be doing recruitment and how? Who will be writing contracts?
- Any urgent business/immediate tasks?

5. Venue / Project Partners

- How will we deal with associate partners?
- What is the schedule for partner meetings?
- How will meetings be notated?
- Any urgent business/immediate tasks?

6. Diversity and equality action

- Set goals and choose metrics for diversity
- Set goals inline with equality action plan (list below)
 - i. Assess each of our artworks for their theme and content to make sure we have a mixed portfolio of work that reaches different audiences MA
 - ii. Invite a range of voices (for instance artists, practitioners, experts) during the creative process to make sure target groups are represented within the creation of the work. When our works involve the stories of BAME, deaf/disabled people and/or those from socio-economic groups CDE we will engage with those groups to ensure that we are representing those stories appropriately. LA
 - iii. For each project, work with local partners to engage target audiences appropriate to that place. For example, in a city with a high proportion of BAME residents we will adjust our targets accordingly. LA
 - iv. Use plain, welcoming language when describing the work online and in other marketing channels LB
 - v. Introduce access checklist when planning each project to make sure reasonable adjustments are made to allow those with access needs to participate (e.g. signage, captions, free Personal Carer tickets) and that e.g. food options and hours of work do not pose a barrier SC
 - vi. Translate work into local language + ensure this is in the budget LA
 - vii. Invite BAME and/or deaf/disabled voices into testing and feedback process of our work LA
- Any urgent business/immediate tasks?

7. Learning and Participation

- Set goals and choose metrics for learning and participation.
- How are we going to work with young people/communities/older people in the project?
- Who can support that in BT and in the partnerships
- Any urgent business/immediate tasks?

8. Website and documentation

- What will the documentation entail – ideas welcome
- What is the schedule for documentation activities on this project?
- Is there a separate website for the project? If so when and how will it be built and updated?
- ‘Special Offers’- What can we offer Our Friends Electric?
- Any urgent business/immediate tasks?

9. Environmental Impacts

What are the environmental impacts of this project? And what ways can we mitigate these?

10. Evaluation

- What are the questions/ideas of that we want to evaluate on this project
 - to include participants, audience, target numbers, before and after
 - How will we measure I&p impact?

11. Legacy of Project

- What do we want to happen to the website, documentation and report post project?
- What is the on-going maintenance for technical developments (e.g. app store updates or server check)?

12. AOB