Project Kickoff Meeting

# [Team Name]

## January 1, 2025

## 10:00am – 11:00am

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| Meeting Purpose: Review the main goals of an upcoming project and get things moving. |  |
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| 10:00 – 10:05 | Introductions! | All Members |
| 10:05– 10:15 | **10,000ft overview of the project with broad goals** | Team Lead |
| 10:15 – 10:20 | **Outline a few key specific goals that will mark the success of this project** | Team Lead |
| 10:20 – 10:25 | **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?**  **- What is the timeline?**  **- What is left to clarify or solve before the project can start?** | Team Lead |
| 10:45 – 10:55 | **Discuss next steps and project management structure** | Team Lead |
| 10:55 – 11:00 | **Address any outstanding questions!** | All Members |