

Project Execution and Control Kick-off Meeting Agenda

Project: _____
 Date: _____
 Time: From: _____ To: _____
 Location: _____

Invitees:

Attendees:

Agenda

	Presenter Name	Time (minutes)
Introductions		
Sponsor's Statement		
Project Background		
Project Goals & Objectives		
Project Scope		
Roles & Responsibilities		
Next Steps		
Questions		

Additional Information

Handouts:

Project Execution and Control Kick-off Meeting

Project: _____
 Date: _____
 Time: From: _____ To: _____
 Location: _____

Issues

Issue Description	Impact	Action Required?

Decisions

Decision Made	Impact	Action Required?

Action Items for Follow Up

Action	Responsible	Target Date