

# Project Kickoff Meeting Planner Checklist

## 1. Pre-Meeting Preparation

- ☐ Define the objective and goal of the kickoff meeting
- ☐ Prepare and finalize the meeting agenda
- ☐ Identify and invite key stakeholders and team members
- ☐ Set meeting date, time, and location/virtual link
- ☐ Distribute pre-meeting materials/documentation

## 2. During the Meeting

- ☐ Welcome and introductions
- ☐ Review agenda and objectives
- ☐ Project overview, scope, and deliverables
- ☐ Discuss roles and responsibilities
- ☐ Present timeline and key milestones
- ☐ Review communication plan and tools
- ☐ Identify risks, issues, and mitigation plans
- ☐ Outline next steps and assign action items

## 3. Post-Meeting Follow Up

- ☐ Summarize meeting notes and decisions
- ☐ Share meeting minutes with attendees
- ☐ Track and follow-up on assigned action items
- ☐ Update project plan as needed

## Action Items Table

Action Item	Owner	Due Date	Status