

New Project Management Kick-Off Meeting Agenda

This is a free checklist for project managers to use when starting a new project. This is perfect for software, home remodeling, construction, marketing campaigns, new sales, collaborations and much more. It's free save, copy and adjust as you wish.

- Introductions

- Review of Today's Agenda

- Project Overview

- Team Member Duties

- Define Major Goals

- Major Milestones Review

- Describe Finished Product

- Methodology

- Define point-of-Contact for all parties

- Deadlines and Due Dates

- Tools and Added Services Needed

- Q&A

- Next Steps

- Closing Thank You
