

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 Request & 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: _____

Decisions

Decision Made	Impact	Action Required?

Issues

Issue Description	Impact	Action Required?

Action Items for Follow Up

Action	Responsible	Target Date