

# Kick-Off Meeting Agenda

- DATE ○ Identify problem to be solved.
- DATE ○ Narrow down ideas for project. Look for pain points and brainstorm ways to solve them.
- DATE ○ Meet with stakeholders to define the project. Assess risk, set scope and budget, estimate the work required.
- DATE ○ Clearly define project goals. Consider using SMART or CLEAR goals to keep your team on track.
- DATE ○ Detailed project planning: Define roles and responsibilities, create timelines and workflows, make staffing plans, set up systems for quality and risk assessment.
- DATE ○ LAUNCH DAY! Kickoff meeting, training.
- Monitor project performance.  
Keep track of team member workload, continually assess the strengths/weaknesses of the project.
- DATE ○ CLOSE PROJECT. Wrap up project, give recognition for solo and team contributions.
- DATE ○ Evaluate and finalize project. Determine whether project met goals, document successes, failures, and key learnings.

