



New Project Kickoff Meeting Agenda

Meeting title

Location	Date

Start time	End time

Facilitator

Team members in attendance	

1. Introduction to the new project (Background and purpose of the project)	Duration:

2. New project specific		Duration:
DEV. TEAM ROLES		
DESIGN TEAM ROLES		
MARKETING TEAM ROLES		
SALES TEAM ROLES		
ADDITIONAL ROLES		

3. New project timeline (Deadlines for particular stages of project development)		Duration:



4. Questions related to the new project	Duration:

5. Action items	Duration:

Next meeting title	Location	Date	Start time	End time