**KICKOFF MEETING MINUTES**

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| **LOCATION** | **DATE** | **TIME** |
|  |  |  |
| **PROJECT NAME** | **MINUTES PREPARED BY** | |
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| --- | --- | --- | --- |
| **ATTENDEES PRESENT** | | | |
| **NAME** | **PROJECT ROLE** | **EMAIL** | **PHONE** |
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| --- | --- | --- | --- |
| **PROJECT AGENDA** | **NOTES** | **OWNER / PRESENTED BY** | **TIME ALLOCATED** |
| **PROJECT OBJECTIVES** |  |  |  |
| **ROLES AND RESPONSIBILITIES** |  |  |  |
| **PROJECT RISKS** |  |  |  |
| **TEAM ROLES AND RESPONSIBILITIES** | | | |
| **SPONSOR** |  |  |  |
| **MANAGER** |  |  |  |
| **SME’S** |  |  |  |
| **COMMUNICATION** | | | |
| **STATUS AND TASK UPDATES** |  |  |  |
| **DOCUMENT REPOSITORY** |  |  |  |
| **OTHER COMMUNICATION NEEDS** |  |  |  |

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| --- | --- | --- |
| **ACTION ITEMS** | **CREATED BY** | **DUE DATE** |
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| **MEETING HIGHLIGHTS** | | | |
| **Special Notes** | **<Remark>** | | |
| **NEXT MEETING / OBJECTIVE** | | | |
|  | | | |
| **LOCATION** | | **DATE** | **TIME** |
|  | |  |  |
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