

# 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