



Text displayed in blue italics is included to provide guidance to the author and should be deleted before publishing the document. In any table, select and delete any blue line text; then click Home→Styles and select “Table Text” to restore the cells to the default value.

Meeting Subject	<i>Kick Off Meeting / Initiation of Project (Name of Project)</i>		
Meeting Originator			
Meeting Date / Time			
Attendees			
Documents To Read			
Items To Bring			
Attachments			

Agenda Topic	Detailed Information	Presenter
<i>Team Introduction</i>		
<i>Identify Key Stakeholders and Sponsors</i>		
<i>Review Project Request</i>		
<i>Review Project Process</i>		
<i>Identify Key Business and Technology Sign-off Members</i>		
<i>Project Site Location</i>		
<i>Schedule Business Case or Project Charter Meeting</i>		

Additional Instructions:

(Use this section for additional instructions, comments, or directions)