State of Vermont

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Add Project Name Here

Project Kickoff - Meeting Log

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Prepared By: (Your Name)

Date of Publication: mm/dd/yyyy

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| Project |  |
| Project Manager |  | Facilitator |  |
| Purpose of Meeting |  |
| Date of Meeting |  |

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| Attendees: |  |  |
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| --- | --- |
| Agenda Item/Topic | Discussion Points |
| **Introduction of Meeting Participants** |  |
| **Purpose of the project** | From Charter |
| **Scope** | From Charter |
| **Major deliverables** | From Charter |
| **Risks** | From Charter |
| **Assumptions** | From Charter |
| **Estimated effort, budget and duration** | From Charter |
| **Roles and Responsibilities** | Team DirectoryResponsibility Matrix |
| **Project Approach and Overall Timeline** | Communications ManagementIssue ManagementChange ControlScheduleEtc |
| **Questions** |  |
| **Recap/Summary** |  |

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| Key Decisions Made |
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| Action Items | Assigned To | Due Date |
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