

State of Vermont

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Add Project Name Here

Project Kickoff - Meeting Log

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepared By: (Your Name)

Date of Publication: mm/dd/yyyy

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |  |
| --- | --- | --- |
| Attendees: |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| 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 Directory  Responsibility Matrix |
| **Project Approach and Overall Timeline** | Communications Management  Issue Management  Change Control  Schedule  Etc |
| **Questions** |  |
| **Recap/Summary** |  |

|  |
| --- |
| Key Decisions Made |
|  |
|  |
|  |

|  |  |  |
| --- | --- | --- |
| Action Items | Assigned To | Due Date |
|  |  |  |
|  |  |  |
|  |  |  |