

<b>Project Name:</b>	[Project Name]				
<b>Project Manager:</b>	[Project Manager]				
<b>Recorded By:</b>	[Recorded By]				
<b>Venue:</b>	[Venue]				
<b>Date</b>	[Date]	<b>Start:</b>	[Start]	<b>Finish:</b>	[Finish]
<b>Invitees:</b>	[Invitees]				
<b>File Name:</b>	Agenda-Project Kick-Off Meeting.Dotm				
<b>Template Name:</b>	Normal.Dotm				
<b>Print Date:</b>	16-Aug-2010 20:48				

## Agenda Items

<b>Time</b>	<b>Item</b>
	Welcome and Introductions
	Meeting Purpose
	Project Overview
	Customer and their needs
	Scope
	Possible solutions
	Project accomplishments to date
	Sponsor Perspective
	Project Plan
	Project Deliverables
	Preliminary Work Breakdown Structure
	Project Schedule
	Team Roles and Responsibilities
	Project Scope Change Control
	Customer Sign-Off and Acceptance Criteria
	Other Business
	Summary
	Close

## 1. Attachments