PROJECT KICKOFF MEETING AGENDA

Use before mobilization. Record decisions and distribute a project-specific action list.

PROJECT / JOB NUMBER

PREPARED BY / DATE

CLIENT / OWNER

PROJECT ADDRESS

MEETING DATE / LOCATION

ATTENDEES / FACILITATOR

SUGGESTED 45-MINUTE AGENDA

Time	Topic	Decision / outcome to record
5 min	Goals and scope	Success criteria, included / excluded work
10 min	Schedule and dependencies	Milestones, long-lead items, inspections
10 min	Site logistics and safety	Access, occupants, storage, protection
10 min	Selections and communication	Approvers, deadlines, update cadence
5 min	Changes and billing	Contract process and billing contacts
5 min	Actions and next check-in	Owners, due dates, next meeting

PROJECT GOALS / CONSTRAINTS / KEY RISKS

PROJECT KICKOFF MEETING AGENDA

Confirm that decisions align with the signed scope. An agenda or meeting note is not a change authorization.

PROJECT / JOB NUMBER

UPDATED BY / DATE

DECISIONS MADE

Decision / contract reference	Confirmed by	Date

ACTION REGISTER

Action / deliverable	Owner	Due date

NEXT CHECK-IN / FORMAT

NOTES DISTRIBUTED BY / DATE