

# Kickoff meeting agenda

Project Name: \_\_\_\_\_

The meeting will take place on \_\_\_\_\_

## To do list

By \_\_\_\_\_ *(8 weeks before the meeting)*

Set the meeting date and location	Done: <input type="checkbox"/>
Request confirmation and number of participants, plus any special requirement (i.e. disabilities, special diets, travel requirements...)	Done: <input type="checkbox"/>
Communicate it to all partners,	Done: <input type="checkbox"/>
Set date for conference call (4 weeks before meeting)	Done: <input type="checkbox"/>

By \_\_\_\_\_ *(6 weeks before the meeting)*

Order Catering for the meeting	Done: <input type="checkbox"/>
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By \_\_\_\_\_ *(5 weeks before the meeting)*

Prepare draft agenda	Done: <input type="checkbox"/>
Prepare presentation template	Done: <input type="checkbox"/>

By \_\_\_\_\_ *(4 weeks before the meeting)*

conference call with all partners to present agenda, presentation templates and to-do list for the meeting.	Done: <input type="checkbox"/>
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By \_\_\_\_\_ (3 weeks before the meeting)

compile report of the call and send to everyone with the presentation template and specific instructions for the meeting.	Done: <input type="checkbox"/>
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By \_\_\_\_\_ (2 weeks before the meeting)

Collect presentations and review them	Done: <input type="checkbox"/>
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By \_\_\_\_\_ (1 week before the meeting)

All presentations finalised	Done: <input type="checkbox"/>
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For further templates, including a free Gantt Chart for Excel see:

***Edoardo Binda Zane – [www.edoardo-binda-zane.com](http://www.edoardo-binda-zane.com)***