**Instructions**: Update and/or delete any green text areas of this template (including these instructions). Be sure to update the table of contents once you are finished making all your updates. Check out our blog at [www.metispire.com](https://www.metispire.com/blog) for more information on how to kickoff and plan your project.

# Meeting Purpose

The purpose of this meeting is to ensure that our team is aligned on the Project Name project goal, scope, timeline, and assumptions, and to prepare for the client kickoff (CKO).​

# Agenda

* Introductions – owner name – XX:00 – XX:00pm ET
* Project overview – owner name – XX:00 – XX:00pm ET
* Approach and timeline – owner name – XX:00 – XX:00pm ET
* Roles and responsibilities – owner name – XX:00 – XX:00pm ET
* How we’ll stay on track – owner name – XX:00 – XX:00pm ET
* Prep for client kickoff – owner name – XX:00 – XX:00pm ET

# Attendees

List attendees’ names, listed attendees’ name, etc.

# Notes

* [insert high-level notes]
* [insert high-level notes]
* [insert high-level notes]
* [insert high-level notes]
* [insert high-level notes]
* [insert high-level notes]
* [insert high-level notes]

# Parking Lot

* [Add topics that were brought up during the meeting but were not a part of the agenda so needed to be moved to the parking lot; then use any time remaining at end of meeting to continue the discussion or add to the agenda for the next meeting.]

# Next Steps

* [Action items – owner name – due date]
* [Action items – owner name – due date]
* [Action items – owner name – due date]
* [Action items – owner name – due date]
* [Action items – owner name – due date]