# Kickoff Meeting

# AGENDA

# [Project Address / Title - Case No.]

# [DATE AND TIME]

# [LOCATION]

**Invited Participants**

|  |  |  |
| --- | --- | --- |
| **Name** | **Affiliation** | **In attendance?** |
|  |  |  |
|  |  |  |
|  |  |  |

1. Introductions
2. Roles and Responsibilities
3. Communication Protocols
4. Project Description
5. Scope of Work
6. Schedule
7. Field Visit and Site Access
8. Upcoming Deliverables

* Task 1: [DELIVERABLE] - due [DATE]
* Task 2: [DELIVERABLE] - due [DATE]
* Task 3: [DELIVERABLE] - due [DATE]

1. Tracking Action Items
2. Confirmation of Next Meeting on [DATE AND TIME]