**[](https://www.smartsheet.com/try-it?trp=11860&utm_source=template-word&utm_medium=content&utm_campaign=Project+Team+Kickoff+Meeting+Agenda-word-11860&lpa=Project+Team+Kickoff+Meeting+Agenda+word+11860)PROJECT TEAM KICKOFF   
MEETING AGENDA TEMPLATE**

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| PROJECT NAME |
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| --- | --- | --- | --- | --- |
| DATE | LOCATION | | START TIME | END TIME |
| MM/DD/YY |  | | 00:00 AM | 00:00 AM |
| FACILITATOR | CONTACT EMAIL | | CONTACT PHONE | |
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| ATTENDEES REQUESTED | | | | |
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| KICKOFF CHECKLIST | |  |  |
| CHECKBOX | ACTIVITY | | DUE DATE | |
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