

Kickoff Call Agenda

Use the first working session to confirm the relationship, priorities, workflow, and first deliverables.

MEETING DETAILS

Client

Project / Service

Date

Time / Timezone

Attendees

Meeting Link

60-MINUTE AGENDA

TIME	TOPIC	NOTES
0-5 min	Welcome, introductions, meeting objective	
5-15 min	Business context, priorities, desired outcomes	
15-25 min	Scope, deliverables, responsibilities, boundaries	
25-35 min	Workflow, communication, approvals, tools	
35-45 min	Timeline, milestones, first deliverables	
45-52 min	Risks, dependencies, missing access / assets	
52-57 min	Success metrics and reporting	
57-60 min	Confirm action items and next meeting	

QUESTIONS TO CONFIRM

- ☐ What is the highest priority for the first 30 days?
- ☐ What does success look like?
- ☐ Who owns each decision?
- ☐ What requires approval?
- ☐ How should urgent issues be handled?
- ☐ What should not be changed without permission?
- ☐ What are the first deliverables?

ACTION ITEMS

Action / Owner / Due Date

Action / Owner / Due Date

Action / Owner / Due Date

Action / Owner / Due Date

Action / Owner / Due Date

Action / Owner / Due Date
