

Project Kickoff Meeting

Generated by [Hypercontext.com](https://hypercontext.com)

The best way to set a new project on the right track? Start with a clear, concise project kickoff meeting agenda. Here are five things to include.

Project brief

Summary:

Next Steps:

Roles and responsibilities

Summary:

Next Steps:

Cadence

Summary:

Next Steps:

Next steps

Summary:

Next Steps:

Q&A

Summary:

Next Steps:
