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Project Team Kick-off Meeting Agenda Template

The first project kick-off meeting is critical to the early functioning of the project team. It serves as an official project launch, setting the tone for the project and how the team will work together.

This template from [Info~Tech Research Group](#) will help you provide an overview of the project, establish project team roles and responsibilities, identify required project work, and establish team rules and processes. Default policy statements define what the enterprise must do.

Included in this zip file are:

- Project Team Kick-off Meeting Agenda.doc
- Intro Doc.pdf
- Terms and Conditions.pdf