# New Project Management Kick-Off Meeting Agenda

This is a free checklist for project managers to use when starting a new project. This is perfect for software, home remodeling, construction, marketing campaigns, new sales, collaborations and much more. It's free save, copy and adjust as you wish.

- [ ] Introductions
- [ ] Review of Today's Agenda
- [ ] Project Overview
- [ ] Team Member Duties
- [ ] Define Major Goals
- [ ] Major Milestones Review
- [ ] Describe Finished Product
- [ ] Methodoloy
- [ ] Define point-of-Contact for all parties
- [ ] Deadlines and Due Dates
- [ ] Tools and Added Services Needed
- [ ] Q&A
- [ ] Next Steps
- [ ] Closing Thank You

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