**TOPICS**

**PRESENTERS**

**TIME**

**01. PROJECT OVERVIEW**

* **High-level Goals:** Discuss the overarching objectives, emphasizing the project's core purpose and the expected outcomes
* **Scope Definition:** Define the project boundaries, specifying what's included and excluded, setting clear expectations for the team

**Caspian Everly**

15:00 - 15:15

**02. TEAM ROLES AND RESPONSIBILITIES**

* **Team Structure:** Outline the organizational hierarchy and team members' roles, ensuring everyone understands their responsibilities and contributions
* **Communication Channels:** Set up clear communication rules for efficient information flow among the team and stakeholders to encourage collaboration

**Luna Sky,**

**Blake Stone**

15:20 - 15:50

**03. PROJECT TIMELINE AND MILESTONES**

* **Timeline Overview:** Present the project schedule, highlighting key milestones and deadlines to guide the team's efforts
* **Critical Path Analysis:** Identify critical tasks and dependencies, allowing the team to prioritize activities that impact project timelines

**Ivy Grace,**

**Max Frost**

16:00 - 16:30

**04. RISK MANAGEMENT**

* **Risk Identification:** Brainstorm potential project risks, considering internal and external factors that may impact the project's success
* **Mitigation Strategies:** Develop proactive strategies to address identified risks, fostering a culture of preparedness and adaptability within the team

**Jade Ember,**

**Leo Storm**

16:45 - 17:15

**05. RESOURCE PLANNING AND BUDGETING**

* **Resource Allocation:** Define the resources required for the project, including personnel, technology, and other essential assets
* **Budget Analysis:** Provide a thorough budget, assigning costs to various project parts, ensuring financial openness among team members and stakeholders

**Nova Moon,**

**Flynn Storm**

17:30 - 18:00

**DATE & TIME**

**HOST**

**DURATION**

Caspian Everly

15:00 - 18:00

**LOCATION**

15:00 Tuesday, November 21, 2023

123 Anywhere Street, Any City, ST, 12345

**ATTENDEES**

Luna Sky, Blake Stone, Ivy Grace, Max Frost, Jade Ember, Leo Storm, Nova Moon, Flynn Storm

PROJECT KICKOFF MEETING AGENDA