BPI Project Team Kick-Off Meeting Agenda Template

Date(s) of meeting:

Meeting time(s):

Meeting participants

Sponsor: <name>

Project Manager: <name>

Other attendees:

- *<name>*
- *<name>*
- *<name>*

Core project team members:

- *<name>*
- *<name>*
- *<name>*
- *<name>*

- *<name>*
- *<name>*
- *<name>*
- *<name>*

Meeting Agenda

TIME	DESCRIPTION	KEY LEAD(S)
Evening Before		
Morning		
Afternoon/Evening		