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# **SAMPLE KICK-OFF MEETING AGENDA**

## **JONES CONSULTANTS, INC. & ART PROMOTIONS, LLC.**

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**Location:** Jones Consultants' Headquarters, 1234 Main St., Los Angeles, CA 91111

**Date:** February 8, 2021

**Time:** 2:00 pm

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### **TOPICS TO BE DISCUSSED:**

#### **I. OPENING**

- a. Introduction by Caroline Vogel (Project Manager)
- b. Meeting goals: Review space planning project for Art Promotions, LLC.; ensure all involved have a thorough understanding of the project, its schedule, and issues that may arise during execution.

#### **II. ATTENDANCE**

- a. Andrew Cruz (Secretary) takes roll and records all attendees and absentees.

#### **III. AGENDA APPROVAL**

- a. Andrew distributes the meeting agenda for all to review.
- b. Attendees can request additions.
- c. Caroline leads the group in a vote to approve the final agenda.

#### **IV. CLIENT INTRODUCTION**

- a. Tyra Hudson (CEO)
- b. Kate Bansagi (Director of Business Development)
- c. Dora Cyrus (Facilities Manager)

#### **V. TEAM INTRODUCTIONS**

- a. Caroline Vogel (Project Manager)
- b. Amanda Sanders (Designer)
- c. Eva Montell (Project Coordinator)

# Sample Kick Off Meeting Speech For Business

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