
SAMPLE KICK-OFF MEETING AGENDA

JONES CONSULTANTS, INC. & ART PROMOTIONS, LLC.

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

Date: February 8, 2021

Time: 2:00 pm

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

Bill Butterworth



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