

Project Kickoff Meeting

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The best way to set a new project on the right track? Start with a clear, concise project kickoff meeting agenda. Here are five things to include.

☐ **Project brief**

Summary:

Next Steps:

☐ **Roles and responsibilities**

Summary:

Next Steps:

☐ **Cadence**

Summary:

Next Steps:

☐ **Next steps**

Summary:

Next Steps:

☐ **Q&A**

Summary:

Next Steps:

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared