**PROJECT TEAM KICKOFF
MEETING AGENDA TEMPLATE**

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| PROJECT NAME |
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| DATE | LOCATION | START TIME | END TIME |
|  MM/DD/YY |  | 00:00 AM | 00:00 AM |
| FACILITATOR | CONTACT EMAIL | CONTACT PHONE |
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| ATTENDEES REQUESTED |
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| KICKOFF CHECKLIST |   |   |
| CHECKBOX | ACTIVITY | DUE DATE |
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