

Kick Off Meeting Objectives:

1. To obtain a common understanding and identify high level requirements
2. To foster team building and establish working relationships and lines of communication

Kick Off Meeting Agenda

10:00 – 10:30	Meeting Opening <ul style="list-style-type: none"> ✓ Review meeting objectives and the agenda 	Project Manager
	Team Presentation <ul style="list-style-type: none"> ✓ State name, role and organization represented ✓ Identify interest, commitment and expectations 	All Attendees
10:30 – 11:15	Review Project Charter <ul style="list-style-type: none"> ✓ Review project background and objectives ✓ Discuss consortium organization, mandate / scope, core issues and risk management ✓ Discuss funding and financial guarantee ✓ Discuss project image 	PM
11:15 – 12:00	Clarify Roles and Responsibilities <ul style="list-style-type: none"> ✓ Project Manager, Consortium Members ✓ Task Leader and Task Contributor 	PM / All
12:00 – 12:15	Determine Team Communications <ul style="list-style-type: none"> ✓ Discuss how the team will communicate ✓ Tools and Frequency 	All
12:15 – 12:30	Break	
12:30 – 13:45	Develop Project Schedule <ul style="list-style-type: none"> ✓ Identify high level requirements ✓ Identify critical links and critical tasks ✓ Key deliverables and Time risk 	PM / All
13:45 – 14:00	Meeting Close <p>Ensure outcomes of meeting met objectives</p> <ul style="list-style-type: none"> ✓ Team alignment with project mandate ✓ Updated project schedule ✓ Agreement on team communications and project image 	PM / All
14:00 – 15:00	Lunch	
15:00 – 17:00	Gijon Port Tour	