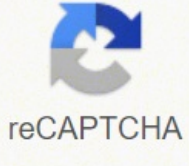




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Project kick off meeting minutes template

Sample Strategic Planning & Kickoff Meeting Agenda

Habitat for Humanity
Strategic Planning & Kickoff Meeting
Date:

- I. Welcome & Introductions Project Director
- II. Habitat for Humanity Habitat Representative
 - a. Introduction
 - b. Mission
 - c. 2013 Build Schedule
 - d. Team job descriptions
- III. Project Overview Project Director
 - a. Build Dates
 - b. Project Management Team
 - c. Local time table plan (month-by-month)
 - d. What do we need to do to make this happen?
- IV. Volunteer Recruitment Volunteer Coordinator
 - a. How many volunteers do we need?
 - b. How do we break up the team?
 - c. Who are the Team Volunteer Coordinators (what do they do)?
- V. Next Steps/Meeting Project Director
 - a. Questions & Answer
 - b. How often do we need to meet?
 - c. Next Meeting
 - d. What to do between now & then
 - e. Encouraging Thought

Please note Habitat representative and HCA home office representation should be present.

Project Kickoff Meeting Agenda

Project: _____ Project manager: _____

Date/time: _____ Participants: _____

Phone call-in number: _____

Project description:

Purpose:

Goals and deliverables:

Project member introductions and their roles:

Project assumptions:

Project plan:

Key success factors:

Status meetings:

Other communication plans:

Question and answer session:

Summary:

Contract Kick-Off Meeting Checklist

<Insert Date and Time>

<Insert Location><Insert Conference Number and Access Code, if applicable>

Topic	
Goal and Objective for the meeting	
Review of Agenda	
Introductions	
Agency Team and their roles (point of contact for Contractor)	
Communication Protocol	
Implementation Timeline <ul style="list-style-type: none"> a. Decisions or obstacles impacting timeline b. Factors to be considered c. Due dates for gathering & definition of requirements (if applicable) d. Impact on other agencies/divisions/units (if applicable) e. Specific Contractor implementation tasks f. Specific Agency implementation tasks 	
Data Flow <ul style="list-style-type: none"> a. System of record for data b. Determine data points and flow for end receipt 	
Functionality and Informatics Considerations: (if applicable) <ul style="list-style-type: none"> a. Telephonic Enrollment b. Web-Portals c. Access to the Agency's offices and equipment 	
Structure and frequency of future meetings <ul style="list-style-type: none"> a. Format b. Duration c. Onsite at Agency or remote 	
Financial and Performance Monitoring Considerations	

If performance and payment bonds are required, be sure copies have been obtained and validity verified by confirming with surety underwriter prior to start of work.

Version 2 3/1/2013

Page 1

MINUTES OF MEETING - CONTRACT KICK-OFF		DATE	TIME
DATE			
TIME			
LOCATION			
MEETING LEADER			
AGENCY			
CONTRACTOR			
AGENCY REPRESENTATIVE			
CONTRACTOR REPRESENTATIVE			
AGENCY AGENDA			
CONTRACTOR AGENDA			
AGENCY COMMENTS			
CONTRACTOR COMMENTS			
AGENCY SIGNATURE			
CONTRACTOR SIGNATURE			



Investment-Grade Audit Kickoff Meeting Sample Agenda

Introductions/Roles

Roles of each person in the project
Objectives of meeting

Setting the Stage

Discussion by Agency/Site on their interests, goals, objectives and priorities
Level of management support
Discussion by ESCO of their interest in the project

Expectations/Feedback on Initial Proposal

Feedback on selection (what you liked about proposal, why selected)
ESCO comments on selection
Discussion on scope, buildings, areas and ECMs to be considered
Building environmental/performance requirements
Long-term plans at the site-additional capacity, utilization
Demolition, new construction, studies, reports, information available
Review of initial proposal EC M's
Simple payback, contract term, total investment parameters
O&M services, R&R responsibilities and O&M savings
Codes, regulations, hazards, other considerations/issues
M&V Savings verification approach
Energy and escalation rates, rebates, financial incentives
Other comments/feedback on initial proposal
Questions/answers on DO RFP documents or attachments

Investment-Grade Audit Process

ESCO discussion of plans for DES phase
Logistics and access; testing/metering to be accomplished
Security-restricted areas, escorts
Safety requirements- Training, hazards
Process discussion- reviews, drafts, etc
Requirements of DES, what does it look like (components/ revised proposal) what needs to be approved (ECM package, savings estimates, baseline, M&V plan, etc)

Communications Protocols

Establish leads and discuss responsibilities for ESCO/Agency
Establish frequency and method of communications (e-mails, conf calls)

Project Timeline

Schedule/timeline with significant milestones to award

Wrap-Up/Next Steps

Recap of action items.
Set next meeting or conference call time.

01/2009

IGA Kickoff Meeting Sample Agenda

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