

Kickoff Agenda for Consultancy Project

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Kickoff Meeting Agenda for [Project Name]

Dear [Recipient Name],

We are excited to kick off the consultancy project, [Project Name], and would like to invite you to our kickoff meeting scheduled for [Insert Meeting Date and Time]. The meeting will take place at [Insert Location/Virtual Meeting Link].

Agenda:

- Welcome and Introductions
- Project Overview and Objectives
- Roles and Responsibilities
- Project Timeline and Milestones
- Communication Plan
- Questions and Open Discussion

Preparation:

Please review the attached documents prior to the meeting, including the project proposal and any preliminary research. Your input will be invaluable as we set the stage for a successful partnership.

We look forward to your participation and are eager to commence our work together.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]