

# Project Kickoff Meeting: Participant Roles

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

## Participant Roles

- **Project Manager:** [Name] - Responsible for overall project coordination and management.
- **Client Representative:** [Name] - Acts as the primary liaison between the client and project team.
- **Technical Lead:** [Name] - Oversees technical solutions and ensures alignment with project requirements.
- **Designer:** [Name] - Responsible for the design aspects and user experience considerations.
- **Quality Assurance:** [Name] - Ensures project deliverables meet quality standards.
- **Business Analyst:** [Name] - Gathers requirements and translates them into project specifications.
- **Marketing Specialist:** [Name] - Develops the strategy for project outreach and communication.

Looking forward to your valuable contributions during the kickoff meeting!

Best regards,  
[Your Name]  
[Your Position]