

Kickoff Meeting Checklist

Content

- Is the purpose/objective of the meeting known?
- Do the individual agenda items have goals? Are they formulated in questions?
- Do all agenda items contribute to the purpose of the meeting?
- Have participants had the opportunity to give feedback on the agenda?
- Are the beginning and end as well as the time for the agenda items clearly defined?
- Is there a clear decision-making process during the meeting?
- Were all questions that arose before the kickoff clarified?
- Have creative methods such as brainwriting been considered?
- Are motivational elements - such as celebrating past successes - planned?
- Has a check-in and a short check-out been thought of?
- Have elements that create a better atmosphere - such as music- been considered?
- Are there sufficient opportunities for lively discussions?

Preparation

- Are all relevant materials available on a central platform?
- Do participants have enough information to prepare adequately?
- Does each participant know what his or her meeting role is?
- Do the participants know what their roles are —responsible, decision-maker or contributor?
- Can next steps and timelines for the project already be communicated?
- Have possible guests been thought of who can give topic-specific input?
- Has information and data on similar projects been used?
- Is the team aware of possible risks to the project and how to manage them?
- Are there opportunities for asynchronous communication before the meeting?
- For new software: are possible demos available?

Organisational

- Have all participants been invited early enough?
- Have rooms or all virtual meetings been booked? Does everyone know about it?
- Do the presenters have all the information they need? Is the technology working?
- Has a person been appointed to take minutes of the meeting?
- Through which channels should the minutes be shared and to whom?
- Do participants have the opportunity to give feedback afterwards?
- Should follow-ups be planned to clarify anything left open?

