

Time	Agenda Item	Details
0:00–0:05	Welcome & Objectives	Quick intros (if needed), meeting goals, what success looks like
0:05–0:15	Project Overview	Review scope, goals, key milestones, and high-level deliverables
0:15–0:25	Roles & Responsibilities	Outline team roles, clarify ownership of major tasks
0:25–0:35	Resources & Risks	Discuss available resources, known risks, and mitigation strategies
0:35–0:45	Timeline & Key Deadlines	Share draft timeline, confirm major deadlines, and get initial alignment
0:45–0:55	Timeline & Key Deadlines	Address blockers, gather input from the team and stakeholders
0:55–1:00	Action Items & Next Steps	Summarize tasks, assign owners, confirm follow-ups, and next meeting