

Get Started | Kickoff Meeting Agenda

Meeting Objective

Provide an overview of what has been achieved in the Get Started step (e.g., what is the timeline, vision and goals of the project). Introduce the Climate Adaptation Practitioner and full planning team to community members.

In attendance

- ☐ Person 1
- ☐ Person 2
- ☐ Person 3

- ☐ Person 4
- ☐ Person 5
- ☐ Person 6

Slides or Resources Toolbox

- [1.6 Kickoff Meeting Slides - Template](#)

Agenda

1. [5 minutes] Call to start and welcome: Community Champion
2. [15 minutes] Round of introductions (practitioner and planning team): all
 - a. Name, full or core team, reason you're here (staff, community member, expert, others)
3. [20 minutes] Review of the project plan, timeline, vision and goals for the project: Practitioner
4. [5 minutes] Wrap up/ next steps: Practitioner