Kick Off Meeting

[Name of the Writer]

[Name of the Institution]

Kick Off Meeting

Project Name: Major Enterprise

Project Manager Name: Oscar Maina

Meeting Date:

Meeting Time:

Meeting Location:

Introduction to the Project

 The main focus of this particular project is to develop a cafeteria that provides services to approximately one hundred customers at a time.

Project Background

 Prior background of the project is essential to figure out the actual goals of this particular project. Major enterprise is a corporate project with the focus to build a cafeteria in Kuwait town. It is observed that different coffee flavors provided to the customers. The main concern for the business relevant to the proper availability of various coffee varieties to the customers.

Mission Statement

 Offer different coffee varieties that are not available in other cafeterias in town.

Scope

 The scope of the project is to start a business in the form of development of cafeteria that will fulfill the needs of the customers. It also concerns the development of strategies to expand customer bracket for the business.

Plan

 Understanding of the entire structure of the organization is essential to develop a realistic roadmap for the anticipated strategies. Roles need to be defined for workforce working at different positions. The major strategy considered by the management is to adopt the approach of affordable prices and provide a conducive environment to the customers effectively and efficiently. Comprehensive customer service will be the focus of the project to achieve desired outcomes.

Project Planning Timeline

|  |  |  |
| --- | --- | --- |
| Date | Tasks | Task Description |
|  | Problem Identification | The overall approach of the project facing the challenge of offering different varieties of coffees to the customers.  |
|  | Consideration of main ideas | It is essential to break down the main aim of project into different aligned strategies to provide realistic operational domain to all stakeholders.  |
|  | Conduct meeting  | It is necessary to conduct meetings with all stakeholders to identify the main objectives. It also helps to evaluate the risk factors, scope, and expense of the project.  |
|  | Explanation of Project goals | Roles and responsibilities need to be clearly defined for all the project members. The organizational structure needs to be clearly defined.  |
|  | Detailed plan of action | Comprehensive project planning is integral to offer better intervention between all the relevant working departments.  |

Roles

 Clear discussion about the actual roles of all the members is essential to provide a better understanding of the job description. Detailed understanding of the structure of the project assists staff workers to figure out their roles and adopt the strategies accordingly.

Related Questions

 Question & answer session is defined as the important aspect of the overall form of the kick-off meeting agenda. There needs to be some time to give a response to all the team members if they have any confusion about the potential plan of action.

Next Steps

 All the project members need to be aware of the established goals of the project and what needs to be considered to achieve the target of attracting more customers.