

## **LDC 2-7: Project Kickoff Meeting**

### **Abstract**

Your firm has been awarded a new project. Now what? Be sure to conduct a project kickoff meeting including not only your firm's staff, but all sub-consultants as well, who will be involved with the project. Items to be discussed include project history, scope of services, project team, deliverables, budget and schedule, to mention a few. Use this meeting to set the expectations for how the project is to be performed.