

AOD Project Initiation Kick-off Meeting Agenda

Project: _____
Date: _____
Time: From: _____ To: _____
Location: _____

Attendees:

Apologies

Agenda

	Presenter Name	Time (minutes)
1.0 Introductions		15
2.0 Developing Our Team Rules		15
3.0 Sponsor's Intent : Show Me Events		30
4.0 Programme Context & Org Background		10
5.0 Project Charter, Scope / Deliverables & Plan		40
6.0 Project Roles & Responsibilities - RACI		20
7.0 Risk Workshop		30
8.0 Starting Smarter – Group lessons		20
9.0 Starting Smarter – Team Building: Sharing Profiles & Starting HPT		40
10.0 Agreeing the AOD delivery approach		20 – 60*
11.0 Next Steps / Questions		15

* Depends on lowest level of team member AOD awareness

Additional Information

Handouts: SME Table, ROI Connect Table, AOD overview and training intro
Group Belbin, MBTI, Comms Style Profiles (requires pre-work)

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Decisions

Decision Made	Impact	Action Required?

Issues "Parked"

Issue Description	Impact	Action Required?

Action Items for Follow Up

Action	Responsible	Target Date