

[Initiative name]: [team name] kickoff

Date: [Date]

Attendees: [Teams or names]

Pre-read

[Link to pre-read doc]

Agenda overview

List agenda items, topics, and time allocations.

#	Topic	Time
1	[Topic]	[X] min
2	[Topic]	[X] min
3	[Topic]	[X] min
4	[Topic]	[X] min
5	[Topic]	[X] min
6	[Topic]	[X] min

Agenda detail

1. [Reassert goals!] ([X] min)

Use this section to re-orient the room at the start of the meeting. Cover what the initiative is, what this meeting is trying to accomplish, and what it is not (e.g. a writing session). Confirm who's in the room and what they own.

- [Bullet]
- [Bullet]
- [Bullet]

2. Ask list walkthrough ([X] min)

We'll walk through each deliverable one by one, confirm scope, identify the right owner, and flag any constraints or timing dependencies.

2a. [Deliverable name]

Describe the deliverable in enough detail that attendees can react to it. Include what it is, what it should cover, who it's for, and any known constraints (e.g. dependencies on other work, things that need to happen before writing can start). If there's a specific user goal this deliverable supports, call it out. If it has multiple components or the format is TBD, call that out here so you can discuss it in the meeting. If it's blocked on something (e.g. a restructure, a decision, another team's output), say so explicitly so the team can discuss timeline and sequencing. If this is primarily a surfacing or linking task rather than a writing task, say so — it affects scope and effort estimates.

- [Bullet]
- [Bullet]
- [Bullet]

Discussion questions:

Repeat (2(letter)) as necessary!

3. SME identification ([X] min)

We need to identify an SME (or group of SMEs) for each technical document deliverable that requires deeper input. It'd also be good to pin down a format for the working session.

For each deliverable, identify whether you need a subject matter expert, who the likely candidate is, how you'll get the information from them (interview, async Q&A, etc.), and any notes on complexity or availability. Leave "SME needed" blank or "maybe" for deliverables that are primarily surfacing or linking tasks.

Deliverable	SME needed	Suggested owner	Format	Notes
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<i>[Deliverable]</i>	<i>[Yes/No/Maybe]</i>	<i>[TBD]</i>	<i>[Interview/Async/Async Q&A]</i>	<i>[Notes]</i>
<i>[Deliverable]</i>	<i>[Yes/No/Maybe]</i>	<i>[TBD]</i>	<i>[Interview/Async/Async Q&A]</i>	<i>[Notes]</i>
<i>[Deliverable]</i>	<i>[Yes/No/Maybe]</i>	<i>[TBD]</i>	<i>[Interview/Async/Async Q&A]</i>	<i>[Notes]</i>
<i>[Deliverable]</i>	<i>[Yes/No/Maybe]</i>	<i>[TBD]</i>	<i>[Interview/Async/Async Q&A]</i>	<i>[Notes]</i>
<i>[Deliverable]</i>	<i>[Yes/No/Maybe]</i>	<i>[TBD]</i>	<i>[Interview/Async/Async Q&A]</i>	<i>[Notes]</i>
<i>[Deliverable]</i>	<i>[Yes/No/Maybe]</i>	<i>[TBD]</i>	<i>[Interview/Async/Async Q&A]</i>	<i>[Notes]</i>

4. Source materials request ([X] min)

Planning a handoff or access for existing materials that will inform the writing. We should (quickly) go over this doc, and then set a deadline for when you'll be able to complete and share it.

[Link to source materials doc]

5. Open questions and ambiguities ([X] min)

Whatever you've got!

6. Next steps and owners ([X] min)

Capture every action item from the meeting here before closing. Each row should have a clear owner and a due date. If something is unassigned at the end of the meeting, resolve it before you close.

Action	Owner	Due date
<i>[Action]</i>	<i>[Owner]</i>	<i>[Date]</i>
<i>[Action]</i>	<i>[Owner]</i>	<i>[Date]</i>
<i>[Action]</i>	<i>[Owner]</i>	<i>[Date]</i>

<i>[Action]</i>	<i>[Owner]</i>	<i>[Date]</i>
<i>[Action]</i>	<i>[Owner]</i>	<i>[Date]</i>