



MINUTES OF MEETING

PROJECT BRIEFING / INTERNAL KICK OFF MEETING

Meeting XX-XXX:

Venue :

Date :

Time :

Meeting Agenda:

No.	Description	Target Complete (Action by)
1.	Objective / Purpose:	
	<ul style="list-style-type: none">– Project Goals: Purpose of meeting is to brief the clearly goals, scope, deliverables of a project and ensures that everyone involved knows the direction of the project.– Project Details and Requirement: To brief the project details and requirement to all project teams. All the required documents like project specification, tender drawing, tender document, etc. Can be shared out if necessary for a clear understanding.– Task Assignment: To brief scope of works for each team members. This is to ensure that everyone have a clearly direction on their task and job responsibility. Matrix to be attached.– Communication Channel: To brief on internal communication plan among project teams during project construction.	INFO
2.	Criteria	
	<ul style="list-style-type: none">– Meeting to Start on Time– Punctual for every meeting– Silent the Phone and Answer any urgent call outside the meeting room– Prepared before attend meeting– Follow the minutes / agenda of meeting– Everyone has chance to speak	INFO
3.	Project Details and Requirements <i>*PM to brief the project details (Scope of works, contract period, project requirements, site location, etc.) to all the project teams.</i>	(PM)
4.	Tender Information <i>(Tender drawing, tender document, etc.)</i>	(PM)
5.	Job Responsibility <i>*PM to brief on project team job responsibility. Matrix to be attached.</i>	(PM)
6.	Communication Plan <i>*PM to brief the internal communication plan (site staff meeting, project WhatsApp Group, etc.)</i>	(PM)
7.	Other matters	

The contents of the meeting will not only limit to the above-mentioned list



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8.	Meeting was adjourned at _____. The next meeting on _____			INFO
	Date :			
	Time :			
	Venue :			
	Signature:	Prepared by:	Review by:	
	Name:			
	Title:			
	Date:			
END				

The contents of the meeting will not only limit to the above-mentioned list