



## RISK KICK OFF MEETING

Gather your Project team for a **risk** kick-off meeting with the specific objective of reviewing and updating the risk register.

If at all possible, use the Project kick-off meeting framework to increase the success of your meeting.

At the end of the meeting, make a short review to gauge the effectiveness of your meeting:

- a) How does everyone feel?
- b) What worked well
- c) What would you do differently next time
- d) 2 actions that you will apply into your next meeting.

## How effective our meeting has been?

Project Team Name	
Date	
Attendees	
Meeting #	

1. Feelings	
2. What went well	
3. What would we do differently?	
4. 2 actions that we will apply in our next meeting	

**Thank everyone for their participation.**

