**PROJECT KICK OFF MEETING**

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| --- | --- |
| **Project Name:** | Construction of Sunrise Corporate Office – 5 Floors |
| **Project Manager:** | Ahmed Khalil, PMP |
| **Customer:** | Sunrise Technologies Ltd. |
| **Date Prepared:** | August 11, 2025 |
| **Document Version:** | 1.0 |
| **Template Type:** | Construction Project Launch Meeting |

# Meeting Details

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| --- | --- |
| **Meeting Date:** | September 1, 2025 |
| **Meeting Time:** | 9:00 AM - 12:00 PM (3 hours) |
| **Location:** | Sunrise Technologies Headquarters - Conference Room A |
| **Facilitator:** | Ahmed Khalil, PMP - Project Manager |
| **Secondary Location:** | Construction Site Office (for site tour) |
| **Meeting Type:** | Hybrid (In-person + Virtual) |
| **Teams Link:** | https://teams.microsoft.com/sunrise-construction-kickoff |
| **Parking:** | Visitor parking available at Building B |

# Meeting Objectives

By the end of this meeting, participants will:

• Understand the $8 million, 18-month construction project scope and business case

• Be familiar with the five major milestones and delivery timeline

• Know their specific roles, responsibilities, and reporting relationships

• Understand safety protocols and quality standards for the construction site

• Be aware of communication methods, meeting schedules, and escalation procedures

• Identify the top 5 project risks and initial mitigation strategies

• Commit to the team charter and working agreements

• Have direct contact information for all key team members

# Confirmed Attendee List

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Organization** | **Role in Project** | **Attendance** | **Contact Information** |
| Eng. Sara Ali | Sunrise Technologies | Project Sponsor | In-person | sara.ali@sunrise.com |
| Ahmed Khalil, PMP | Sunrise Technologies | Project Manager | In-person | ahmed.khalil@sunrise.com |
| Dr. Mahmoud El-Sayed | Sunrise Technologies PMO | PMO Director | In-person | mahmoud.elsayed@sunrise.com |
| Eng. Tarek Hassan | EBC Construction | Construction Manager | In-person | tarek.hassan@ebc-const.com |
| Arch. Dina Farouk | EBC Construction | Lead Architect | In-person | dina.farouk@ebc-const.com |
| Eng. Omar Mostafa | MEPro Ltd. | MEP Manager | In-person | omar.mostafa@mepro.com |
| Ms. Noha Ibrahim | EBC Construction | Safety Manager | In-person | noha.ibrahim@ebc-const.com |
| Mr. Youssef Nabil | Sunrise Technologies | Quality Manager | In-person | youssef.nabil@sunrise.com |
| Eng. Hossam Reda | EBC Construction | Site Engineer | In-person | hossam.reda@ebc-const.com |
| Ms. Mona El-Sharif | Sunrise Technologies | Finance Coordinator | Virtual | mona.elsharif@sunrise.com |
| Mr. Adel Mansour | EBC Construction | Procurement Manager | In-person | adel.mansour@ebc-const.com |
| Dr. Laila Hosny | Environmental Consultant | LEED Consultant | Virtual | laila.hosny@enviro-consult.com |
| Insp. Karim Abdel-Rahman | Cairo Municipality | Building Inspector | Virtual | karim.abdel@cairo.gov.eg |
| Ms. Aya Mahmoud | Sunrise Technologies HR | Employee Representative | Virtual | aya.mahmoud@sunrise.com |
| Mr. Khaled Zaki | Sunrise Security | Site Security Manager | In-person | khaled.zaki@sunrise.com |

Total Attendees: 15 | In-Person: 11 | Virtual: 4

# Detailed Meeting Agenda

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Topic** | **Presenter** | **Duration** |
| 9:00 AM | Welcome & Introductions | Ahmed Khalil | 15 min |
|  | • Welcome message and meeting objectives |  |  |
|  | • Round-table introductions (name, role, experience) |  |  |
|  | • Safety moment: Construction site protocols |  |  |
|  |  |  |  |
| 9:15 AM | Project Background & Business Case | Eng. Sara Ali | 20 min |
|  | • Sunrise Technologies growth and space requirements |  |  |
|  | • Strategic importance of new headquarters |  |  |
|  | • Expected ROI and business benefits |  |  |
|  | • Q&A on business justification |  |  |
|  |  |  |  |
| 9:35 AM | Project Charter & Scope Overview | Ahmed Khalil | 25 min |
|  | • 5-floor office building specifications |  |  |
|  | • $8 million budget breakdown |  |  |
|  | • 18-month timeline: April 2025 - September 2026 |  |  |
|  | • Key deliverables and acceptance criteria |  |  |
|  | • Scope boundaries (in-scope vs out-of-scope) |  |  |
|  |  |  |  |
| 10:00 AM | Project Timeline & 5 Major Milestones | Ahmed Khalil | 20 min |
|  | • Design & Regulatory Approval: June 30, 2025 |  |  |
|  | • Foundation & Structural Frame: Dec 31, 2025 |  |  |
|  | • MEP Installation: May 31, 2026 |  |  |
|  | • Interior & Furniture: August 31, 2026 |  |  |
|  | • Final Inspection & Handover: Sep 30, 2026 |  |  |
|  |  |  |  |
| 10:20 AM | Coffee Break & Networking | All | 15 min |
|  |  |  |  |
| 10:35 AM | Team Structure & RACI Chart | Ahmed Khalil | 20 min |
|  | • Organizational chart and reporting structure |  |  |
|  | • Individual roles and key responsibilities |  |  |
|  | • Decision-making authority matrix |  |  |
|  | • Escalation procedures |  |  |
|  |  |  |  |
| 10:55 AM | Communication & Collaboration | Ahmed Khalil | 15 min |
|  | • Daily stand-ups at 8:00 AM (site office) |  |  |
|  | • Weekly coordination meetings (Wednesdays) |  |  |
|  | • WhatsApp group for urgent communications |  |  |
|  | • SharePoint for document management |  |  |
|  | • Monthly stakeholder reporting |  |  |
|  |  |  |  |
| 11:10 AM | Safety & Quality Standards | Noha Ibrahim & Youssef Nabil | 15 min |
|  | • Zero-incident safety commitment |  |  |
|  | • PPE requirements and site access protocols |  |  |
|  | • Quality assurance procedures |  |  |
|  | • LEED Silver certification requirements |  |  |
|  |  |  |  |
| 11:25 AM | Risk Management & Mitigation | Ahmed Khalil | 15 min |
|  | • Top 5 identified risks and impact assessment |  |  |
|  | • Weather delays mitigation strategies |  |  |
|  | • Material supply chain management |  |  |
|  | • MEP coordination protocols |  |  |
|  | • Cost control measures |  |  |
|  |  |  |  |
| 11:40 AM | Team Charter & Working Agreements | Ahmed Khalil | 10 min |
|  | • Team mission and vision statements |  |  |
|  | • Ground rules and behavioral expectations |  |  |
|  | • Conflict resolution process |  |  |
|  | • Performance standards |  |  |
|  |  |  |  |
| 11:50 AM | Questions & Open Discussion | All | 15 min |
|  | • Technical clarifications |  |  |
|  | • Process questions |  |  |
|  | • Concerns and suggestions |  |  |
|  |  |  |  |
| 12:05 PM | Action Items & Next Steps | Ahmed Khalil | 10 min |
|  | • Document distribution timeline |  |  |
|  | • First team meeting: September 5, 2025 |  |  |
|  | • Site mobilization schedule |  |  |
|  | • Individual follow-up meetings |  |  |
|  |  |  |  |
| 12:15 PM | Site Tour (Optional) | Tarek Hassan | 45 min |
|  | • Construction site walkthrough |  |  |
|  | • Site office and facilities overview |  |  |
|  | • Safety equipment demonstration |  |  |
|  | • Parking and access arrangements |  |  |

# Pre-Meeting Preparation Checklist

Completed Tasks:

✓ Meeting invitations sent to all attendees (August 20, 2025)

✓ Project Charter distributed for review (August 25, 2025)

✓ Conference room reserved with AV equipment

✓ Teams meeting set up with dial-in details

✓ Presentation materials prepared and reviewed

✓ Handout packages printed (15 copies)

✓ Catering arranged for coffee break

✓ Name tags prepared for all attendees

✓ Site tour safety briefing materials ready

✓ Contact list with emergency numbers prepared

# Meeting Materials & Handouts

Each attendee will receive:

• Project Charter (final version)

• High-level project schedule with milestones

• Team contact directory

• RACI Chart

• Communication Plan summary

• Site safety protocols and PPE requirements

• Risk register (initial version)

• Team Charter (for signature)

• Meeting presentation slides

• Emergency contact information

# Action Items & Commitments

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| --- | --- | --- | --- |
| **Action Item** | **Assigned To** | **Due Date** | **Status** |
| Distribute meeting minutes and presentation | Ahmed Khalil | September 2, 2025 | Pending |
| Set up daily stand-up meeting recurring invite | Ahmed Khalil | September 3, 2025 | Pending |
| Create WhatsApp group for team communication | Ahmed Khalil | September 1, 2025 | Pending |
| Finalize site office setup and communication equipment | Tarek Hassan | September 5, 2025 | Pending |
| Complete team member site access applications | Noha Ibrahim | September 10, 2025 | Pending |
| Distribute signed team charter to all members | Ahmed Khalil | September 8, 2025 | Pending |
| Schedule individual 1:1 meetings with key stakeholders | Ahmed Khalil | September 15, 2025 | Pending |
| Finalize and distribute communication plan | Ahmed Khalil | September 5, 2025 | Pending |

# Meeting Success Evaluation

Meeting Effectiveness Assessment:

□ All attendees understood project scope and objectives

□ Roles and responsibilities were clearly communicated

□ Communication protocols were established

□ Team charter was signed by all core members

□ Key risks and mitigation strategies were discussed

□ Questions and concerns were adequately addressed

□ Next steps were clearly defined

□ Positive team energy and commitment demonstrated

Post-meeting feedback (to be collected via survey):

• Meeting satisfaction rating: [Target: >4.5/5.0]

• Clarity of information: [Target: >4.0/5.0]

• Readiness to proceed: [Target: >4.0/5.0]

# Post-Meeting Follow-Up Tasks

Within 24 hours:

✓ Send meeting minutes to all attendees

✓ Share presentation materials via SharePoint

✓ Create team communication channels

✓ Schedule first weekly team meeting

Within 1 week:

□ Complete individual stakeholder follow-ups

□ Finalize and distribute communication plan

□ Set up project tracking and reporting systems

□ Begin mobilization activities per schedule

*Sunrise Corporate Office Building Construction - Project Kick Off Meeting*