*Follow-up email template of a kick-off meeting*

*Guideline: You should adapt the parts in yellow. You can use this template for all the following meetings.*

Title: Recap of a kick-off meeting discussion regarding tracking system implementation – Date

Dear team,

Thank you for your participation in our first discussion about the tracking system implementation.

You will find below the objectives that we’ve agreed upon:

* Objective 1
* Objective 2
* Objective 3…

I’ve also noted the most important points that have been raised and should be taken into account in our next steps:

* Point 1
* Point 2
* Point 3…

We’ve agreed about the next steps and the provisional timing:

* Step 1 – Lead: Deadline:
* Step 2 – Lead: Deadline:
* Step 3 – Lead: Deadline:

I suggest we have a follow-up meeting within 2 weeks to review the progress and exchange about the newly identified questions. You will shortly find an invitation in your mailbox.

Best

XXX