

# AI-Legal Project Kickoff Agenda

This template ensures a structured discussion between AI and legal teams at the start of a project, setting clear expectations and identifying key compliance points early on.

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**1. Welcome and Introductions**
  - Overview of the teams involved (AI, Legal, Product, etc.)
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**2. Project Overview**
  - AI Project Name
  - Brief description of the AI initiative
  - Goals and expected outcomes
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**3. Legal and Compliance Requirements**
  - Relevant regulations (GDPR, CCPA, sector-specific)
  - Compliance considerations (data privacy, security, liability)
  - High-level risks identified by the AI team
  - Initial legal concerns
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**4. AI Capabilities and Risk Areas**
  - Overview of AI's potential and technical boundaries
  - Transparency on risks (bias, decision-making, data handling)
  - AI technologies used (e.g., machine learning models, NLP)
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**5. Timeline and Key Milestones**
  - Important deadlines (project phases, legal reviews)
  - Regular check-ins between AI and Legal teams
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**6. Points of Contact**
  - AI Team Lead: [Name and Contact]
  - Legal Team Lead: [Name and Contact]
  - Additional stakeholders: [Names and Roles]
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**7. Next Steps and Follow-Up**
  - Schedule for next meeting
  - Action items for AI and Legal teams