[Company Name] Knowledge Transfer Session

**Welcome and Introduction**

1. Brief overview of the purpose of the knowledge transfer session.
2. Introduction of participants, including the departing team member and the team receiving the knowledge.

**Background and Context**

1. Explanation of the departing team member's role, responsibilities, and expertise.
2. Overview of the projects, systems, and processes they have been involved in.
3. Identify high-priority and time-sensitive issues, such as the status of backups and data protection, to pinpoint potential problems requiring immediate resolution.

**Knowledge Overview**

1. Detailed explanation of key systems, applications, tools, and technologies the departing member has worked with.
2. Discussion on any unique configurations, challenges faced, and solutions implemented.
3. Ensure the seamless transfer of information pertaining to suppliers, vendors, and contracts.

**Documentation Review**

1. Walkthrough of relevant documentation, manuals, procedures, and guidelines.
2. Highlighting important points, best practices, and any updates needed.

**Next Steps**

1. Create timeline for key steps of the transition to be complete.
2. Schedule further knowledge transfer sessions, if necessary.
3. Assign responsibilities for documentation updates and ongoing support.