*AGENDA*

*Project/Program Name*

*Meeting Date*

*Online Meeting and/or Room Details*

| Item | Lead (s) |
| --- | --- |
| 1. Welcome and review of main meeting objectives:
	1. *Objective 1*
	2. *Objective 2*
	3. *[Objective 3] – two main objectives is preferable*

 | *[name of meeting Chair]*~ 5 minutes |
| 1. Brief review of key accomplishments/milestones since last meeting (see Tracking Sheet for other progress updates):
	1. *Accomplishment/milestone 1*
	2. *Accomplishment/milestone 2*
	3. *Accomplishment/milestone 3*
	4. *Accomplishment/milestone 4*
	5. *Accomplishment/milestone 5*
 | *[can be meeting Chair or Project Manager]*~ 10 minutes  |
| 1. Discussion/Presentation Item 1 *[Circulated agenda includes key points related to the item, e.g., whether it is being presented as an FYI, for discussion/input or for decision. If there are major risks that require the whole team’s input to resolve, this is where you would want them on the agenda]*
	1. *Point 1*
	2. *Point 2*
	3. *Point 3*
 | *[Lead for that deliverable/ activity]* |
| 1. *[Discussion/Presentation Item 2]*
 | *[Lead for that deliverable/ activity]* |
| 1. FYI and Small Decision Items *[Detailed statements are included in the circulated agenda, one per bullet set up in a way that the group will likely say “ yes, yes, yes” to each in turn, e.g.,*
	1. *Detailed statement 1 (e.g., the travel budget for the June stakeholder meeting is set at $75,000)*
	2. *Detailed statement 2 (e.g., could state plan to address risk identified on project tracking sheet that doesn’t require group discussion to resolve, “activity x is behind schedule, people y&z will convene a working group and bring the proposed resolution to next team meeting”*

*If any of the statements don’t get a near-immediate “yes” during the meeting, state the action item to address the matter outside the meeting, and reiterate the action item under agenda item 7This section can also be positioned before the discussion/presentation items]* | *[can be meeting Chair or Project Manager]* |
| 1. Other Business
 | All |
| 1. Summary of Action Items and Next Steps *[verbally reported, typically by Project Manager who is keeping a list during the meeting. Most if not all items are on, or get transferred to, the Tracking Sheet]*
* Agreement on priority activities to be completed before the next team meeting (reference Tracking Sheet)
* Other items [e.g., action items identified as a result of team discussion]
 |  *[can be meeting Chair or Project Manager]* ~ 5 minutes |

Regular participants: *Joe Smith, Sanjay Gupta as delegate for Bill Di Carlo, XXXX, XXXXX, XXXX*

Guests: XXXXX, XXXXX, XXXXX, XXXXX

Regrets: *B. Di Carlo*

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