*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 7  This 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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