# Project team meeting agenda

*This is a generic agenda, which you may find helpful to facilitate your meetings. Please tailor this to your local needs.*

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| --- | --- |
| **Name of organisation:** |  |
| **Date:** |  |
| **Time:** |  |
| **Location:** |  |
| **Present:** |  |
| **Apologies:** |  |

#### 1. Welcome and Introductions

* Welcome and introductions.
* Confirm date for next meeting.

#### 2. How did it go since our last meeting?

* Review actions log and data since last meeting.
* Complete monthly monitoring report.

#### 3. Risks and issues log

* Review risks and issues log, updating any risks or issues that are outstanding.
* Update action log with new actions.

#### 4. Communications

* What communications activities do you have planned?

#### 5. What do we need to do next?

* Confirm action list ahead of next meeting.

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| --- | --- | --- | --- | --- |
| **#** | **Who** | **What** | **By when** | **Status** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

#### 6. Any other business