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| --- | --- | --- |
| **Name** | **Title** | **Project Role** |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

**Sponsor**

Insert text here

**Project Team**

Insert text here

**Next Actions**

Insert text here

**Members**

**Meeting Objectives**

1. (e.g. Form a joint team)

2. Insert text here

3. Insert text here

**Agenda**

1. (e.g. decision required – Define new resourcing process)

2. Info needed/decision required/discussion (delete as required) – insert text here

3. Info needed/decision required/discussion (delete as required) – insert text here

4. Info needed/decision required/discussion (delete as required) – insert text here

5. Info needed/decision required/discussion (delete as required) – insert text here

**Future Meetings to Be Decided**

**Project Description and Goals**

(e.g. New resource management implementation – goal is to streamline resourcing and provide clients with a better service)