

Sample Meeting Agenda

Purpose: Brainstorm alternatives to accommodate the delay in the cancer ward construction without impacting the scheduling project schedule and budget.

Time and Location: 1400-1500 EDT, Tuesday 28 February, Conference Room 8

Discussion items:

- Welcome and confirm meeting purpose – 5 Min
- Review construction status and change to construction schedule – 5 Min
- Quantify impacts to current scheduling project timeline – 10 Min
- Brainstorm alternatives: how can we reduce or eliminate the timing and cost impact to the scheduling project? – 30 Min
- Identify and assign necessary research to validate brainstormed alternatives – 5 Min
- Determine next steps and follow up meeting time – 5 Min
- Close

Note: It is important to ensure your team understands the full and truthful picture of the issue. Often, when something unexpected happens, impacts are exaggerated and rumors are common. Opening a meeting of this nature with a review of the actual status can help prevent exaggeration and rumors.