Mock Review Meeting Script
Meeting Title: [Insert Title Here]
Date: [Insert Date Here]
Time: [Insert Time Here]
Location: [Insert Location or "Online"]
Moderator: [Insert Name]
Author: [Insert Name]
Reviewers: [Insert Names]
Scribe: [Insert Name]

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1. Introduction (5 minutes)
- **Moderator:**
  - Welcome everyone to the review meeting.
  - Briefly outline the purpose and agenda of the meeting.
  - Ensure all participants have the necessary documents and materials.
  - Set ground rules for the meeting (e.g., stay on topic, respect time limits).

2. Presentation of the Work Product (10 minutes)
- **Author:**
  - Present the work product that is being reviewed.
  - Provide a brief overview of the key elements, objectives, and intended outcomes.
  - Explain any complex logic or decisions that were made during the creation of the work product.
  - Be prepared to answer any questions from the reviewers.

3. Review and Feedback (20 minutes)
- **Moderator:**
  - Facilitate the review by guiding the discussion through the document.
  - Encourage reviewers to provide constructive feedback.
  - Ensure that each section of the work product is reviewed systematically.
- **Reviewers:**
  - Review the document thoroughly, focusing on your area of expertise.
  - Identify any defects, inconsistencies, or areas for improvement.
  - Provide clear and concise feedback to the author.
  - Ask questions if any part of the document is unclear or needs further explanation.

4. Discussion of Key Issues (15 minutes)
- **Moderator:**
  - Lead a focused discussion on the most critical issues identified during the review.
  - Prioritize issues that need to be resolved before the next phase of the project.
  - Encourage a collaborative approach to problem-solving.
- **Author and Reviewers:**
  - Engage in the discussion, offering solutions and alternatives where appropriate.
  - Reach a consensus on how to address the identified issues.

5. Summary of Action Items (5 minutes)

- **Scribe:**
  - o Summarize the key points discussed during the meeting.
  - o Document all action items, including who is responsible for each task and the deadlines.
  - o Ensure that the summary is clear and can be referred to in future meetings.
- **Moderator:**
  - o Review the action items with the group to ensure everyone is on the same page.
  - o Confirm the next steps and any follow-up meetings, if necessary.

6. Conclusion (5 minutes)
- **Moderator:**
  - o Thank all participants for their contributions.
  - o Reiterate the importance of the review process in ensuring the quality of the work product.
  - o Officially close the meeting.

Note:
This script serves as a guideline for conducting a successful review meeting. Adjust the timing and content as needed to fit the specific context of your meeting.