Sample Engagement Document for Technology or Industry Days

Example: Technology Days or Industry Days

## Background

*Outline what has happened so far – a brief published, submissions received, etc.*

## Overview

*Outline what will happen at this stage, for example, interviews, presentation, demonstration, site visits, etc.*

## Purpose of presentations/interviews/site visits (amend as appropriate)

*Can be dot points.*

## Agency representatives

|  |  |
| --- | --- |
| Name: | Position: |
|  |  |
|  |  |
|  |  |
|  |  |

## Additional people present (such as Subject Matter Experts – SMEs - or consultants)

|  |  |
| --- | --- |
| Name: | Position/Company: |
|  |  |
|  |  |
|  |  |
|  |  |

## Supplier/vendor representatives

|  |  |
| --- | --- |
| Name: | Position: |
|  |  |
|  |  |
|  |  |
|  |  |

## Dates and places

|  |  |
| --- | --- |
| Date: | Location: |
|  |  |
|  |  |
|  |  |
|  |  |

## Agenda:

|  |  |
| --- | --- |
| Time: | What? Who? |
|  |  |
|  |  |
|  |  |
|  |  |

## Minutes: