| Example Meeting Agenda  *Add Branding/Logo of project if available* |
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|  |  |
| --- | --- |
| Location: | [Address or Room Number] |
| Date: | [Meeting Date] |
| Time:  Participants: | [Meeting Time]  [Names] |

# The objective of the meeting is to provide a briefing on the new XXX change and to gather input and suggestions for the implementation.

# Agenda details:

## New (CHANGE NAME)

### Why the Change?

### What is the Change

### Benefits from the Change

### Vision for Success

### Timing

## Effects of the (CHANGE NAME)

### Impacts to the Organization, Staff, Customers and Partners.

### Other Impacts?

### Challenges and Constraints – mitigation strategies

## Roles and Responsibilities

### Roles, Names and area of responsibility of Project Team

### Your Role and Responsibilities

### Other Roles needed

## Next Steps

### Other Suggestions