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CMRL Project

**Meeting Minutes**

**Meeting minutes**

**Steering committee - May 2022**

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| **Name/ Project Code** | **NextCentury** | |
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| **Reference** | **Portfolio Strategic** | |
| **[Which strategy, strategic objective, portfolio, or program is the project affiliated with?]** | | |
| **Project manager** | **C. Dutreuil** | |
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| **Department/Organization** | **Centaure** | |

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| **Participants** |  |
| **Name** | **Department** | **Present** | **Excused** |
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**Table of Contents**

[Agenda 3](#_heading=h.30j0zll)

[Summary 4](#_heading=h.1fob9te)

[Progress since the previous meeting 5](#_heading=h.3znysh7)

[Forecast for the following period 5](#_heading=h.tyjcwt)

[Problems encountered and solutions provided 6](#_heading=h.3dy6vkm)

[Summary of risks 7](#_heading=h.1t3h5sf)

[Budget situation 8](#_heading=h.4d34og8)

[Points to discuss and decisions taken 9](#_heading=h.2s8eyo1)

[Next meeting 10](#_heading=h.17dp8vu)

[Annexes 10](#_heading=h.3rdcrjn)

## Agenda

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| **What are the objectives set for this meeting?** |
| *[Summarize clearly and concisely the different areas of discussion of the meeting]*  *Example:*   1. *Executive summary* 2. *Progress since the previous meeting* 3. *Forecasts for the following period* 4. *Problems encountered and solutions provided* 5. *Summary of risks* 6. *Budgetary situation* 7. *Points to discuss and decisions to be made* 8. *Decisions taken* 9. *Next meeting* 10. *Appendices*   *[We have deliberately summarized the agenda here, but these can be replaced by the topics to be discussed urgently during crisis meetings or decision-making meetings of the GO / No-GO type]* |

## Summary

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| **Summary of issues discussed** |
| *[We summarize here in a synthetic way all the points discussed during the meeting and the decisions taken. The purpose of this summary is to help the executive committee to follow the project without reading every minute. However, this summary should be as complete as possible.]*  *Example:*  The project is proceeding according to plan.  Last month we completed the configuration and an important part of the testing of the new application.  The configuration of the logistics part took a little delay following a sick leave of two experts - they were replaced, but it took a small period of upgrading.  For the coming period, it is planned to complete all configuration and unit tests. This will help us to involve key users in more intensive testing and function integration testing.  The main residual risks are:   * Period conducive to absences due to influenza * Delay in the preparation of training materials * Delay in the preparation of user manuals * Impact of missing resources on budgets * Lack of involvement of some key stakeholders.   All these risks are known and have been the subject of a remediation plan.  The slight delay in logistics configuration and the involvement of new resources impacts the budget that we think we can compensate, for by involving more people in the tests of the next phase.  Points to discuss:  - Reminder of the importance of the project to stakeholders  - Human resources strategy in this particular period  - Careful monitoring of expenses and establishment of alarm levels  Decisions:  - The change manager will meet with stakeholders on an individual basis  - The HRD will make a proposal next week  - The finance department will assign a resource to set up controls  - A detailed report on the preparation of the training will be presented at the next steering committee  Next meeting:  - June 15, 2022, at 10 a.m. at the headquarters of Agen. |

## Progress since the previous meeting

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| **What was presented and discussed?** |
| *[Give more details here on the points discussed. A copy of part of the presentation is also possible. However, the purpose of the minutes is to summarize the discussions and not the content of the presentations.]*  Example:  Each development module manager in turn presents the evolution in his field since the last meeting, while making a comparison with the forecasts discussed during the last meeting.  Specific questions on the financial module are discussed thanks to the support of the documents annexed to the presentation.  A more in-depth discussion is taken in place regarding the delay in logistics development.  The logistics manager worries about the consequences, and the project manager and IT manager answer all questions.  A weekly follow-up meeting is scheduled between the three parties. |

## Forecast for the following period

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| **What was presented and discussed?** |
| *[Give more details here on the points discussed. A copy of part of the presentation is also possible. However, the purpose of the minutes is to summarize the discussions and not the content of the presentations.]*  Example:  The plan for the following period was adopted universally.  A discussion of the status of preparation for the training, based on the plan attached to the preparation.  To avoid any delay, the training department is asked to help teams affected by sick leave.  A more detailed report is requested for the next steering committee. |

## Problems encountered and solutions provided

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| **What was presented and discussed?** |
| *[Give more details here on the points discussed. A copy of part of the presentation is also possible. However, the purpose of the minutes is to summarize the discussions and not the content of the presentations.]*  *Example:*  The problems generated by multiple illness absences are explained and discussed.  So far, we have been able to reduce their impact, thanks to the solutions provided in our risk register.  However, we need to find new solutions to solve the problem of the project logistics team. All solutions are offered and exchanged.  The participants agreed to add expert resources in future testing to reduce or eliminate their impact on time and budget.  All stakeholders agree that this should be enough to make up for the slight delay and its consequences.  However, it is discussed and accepted that the HRD will look at solutions applicable during future identical events, and will make a proposal next week.  Finally, this impact on budgets raises the need to put in place effective control measures.  The finance department will assign a person for this new task as of next week. |

## Summary of risks

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| **What was presented and discussed?** |
| *[Give more details here on the points discussed. A copy of part of the presentation is also possible. However, the purpose of the minutes is to summarize the discussions and not the content of the presentations.]*  Example:  The main residual risks are:   * Period conducive to absences due to influenza * Delay in the preparation of training materials * Delay in the preparation of user manuals * Impact of missing resources on budgets * Lack of involvement of some key stakeholders.   All these risks are known and have been the subject of a remediation plan.  The steering committee discusses these risks and agrees on additional actions to correct certain real or potential problems, summarized in the paragraph "Points to be discussed and decisions are taken". |

## Budget situation

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| **What was presented and discussed?** |
| *[Give more details here on the points discussed. A copy of part of the presentation is also possible. However, the purpose of the minutes is to summarize the discussions and not the content of the presentations.]*  Example:  The total project budget at completion (BAC) is 420,000 euros.  By this point, we should have created an earned value (VA) estimated at 102,000 euros according to the original plans.  This VA is currently 100,750 euros, i.e., a difference of -1250 euros.  Experts on the team believe that this gap can be easily recovered in testing if we assign additional resources temporarily.  We do not think that this might be a risk at this level of the project, and we are still completely fine. |

## Points to discuss and decisions taken

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| **What was discussed and decided?** |
| The changes manager will meet with the stakeholders individually, to point out their participation in the project and their interest.  A report will be presented to the next steering committee (COPIL). |
| The HRD will propose next week on the future possibilities of avoiding too great an impact of absences on current projects. Certain axes were discussed during the meeting.  A report will be presented at the next COPIL. |
| The financial department will assign a resource to the implementation of controls, to allow more detailed analyses of the impacts of lack of resources and their resolution.  A proposal will be made next week, and the impact will be discussed again at the next COPIL. |
| The impacts on the training plan are discussed, as well as several possible solutions.  A detailed report on the preparation of the training will be presented at the next steering committee. |
| **The above points will be added to the agenda of the next COPIL to discuss their effect.** |

## Next meeting

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| **When will we meet again?** |
| The next steering committee will take place on June 15, 2022, at 10 a.m. at the headquarters of Agen.  The following reports will be added to the usual agenda:  - Report on the monitoring of key stakeholders  - HRD report on resource allocation strategies  - Implementation of new budget monitoring controls and alarms  - Training strategy, confirmation of resources and materials |

## Annexes

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| **Appendix for information** |
| *[List here all documents used during the meeting to support discussions and decisions made.]*  Example:  - Complete dashboard  - Progress report on the various work modules |