**XXXXX Project/Programme Board Meeting**

**xxxday DD MM 20YY**

at **VENUE, ADDRESS, ROOM from** **HH:MM** to **HH:MM**

If you are unable to attend, please notify email address by DD MM 20YY

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| **Attendees** | * Name, position e.g. (Chair)/organisation * Name, position/ org * Name, position / org * Name, position / org * Name, position / org * Name, position / org |
| **Apologies** | * Name, position / org * Name, position / org * Name, position / org |

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|  | **AGENDA** | **Initials** | **Enclosures** |
| **1.** | **Apologies and introductions** |  |  |
| **2.** | **Minutes/matters arising** |  |  |
| **3.** | **Updates on major milestones achieved** |  |  |
| **4.** | **Missed or delayed milestones and mitigating actions**  Review missed milestones and actions being taken. Is escalation/ board help required? |  |  |
| **5.** | **Risks and issues review**  Review risk register, address any new or changing risks or issues, confirming actions in place and ensure that these can be managed appropriately. |  |  |
| **6.** | **Review upcoming milestones/project plan tasks**  Ensure everything is in place to achieve these and required resources have been readied. |  |  |
| **7.** | **Other topics as required** |  |  |
| **8.** | **Other topics as required** |  |  |
| **9.** | **Next steps and actions**  Agree what the next steps or actions will be and assign responsibility for these. |  |  |
| **10.** |  |  |  |
| **11.** |  |  |  |
| **12.** | **AOB** |  |  |