**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** |  |  |