

# **PROJECT NAME Project Board**

Meeting to be held on **Day Date Month Year** from **Time Start** to **Time Finish** in Room: **Room Number, Building Name, Campus Name**

**Agenda**

|  |  |  |  |  |  |
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| **Part 1: Preliminary Items** | | | **Presentation** | | **Time** |
| 1. | Welcome & introduction | | Chair | | (2 min) |
| 2. | Apologies | | Chair | | (1 min) |
| 3. | Minutes of last meeting | | Chair | | (5 min) |
| 4. | Matters arising | | Chair | | (5 min) |
| 5. | Actions update | | Chair | | (5 min) |
| **Part 2: Major Topics** | | |  | |  |
| 6. | | Topic 1 | |  | (5 min) |
| 7. | | Topic 2 | |  | (5 min) |
| 8. | | Topic 3 | |  | (5 min) |
| 9. | | Topic 4 | |  | (5 min) |
| 10. | | Topic 5 | |  | (10 min) |
| **Part 3: Other Items** | | | |  |  |
| 11. | | AOB | | All | (5 min) |
| 12. | | Date and Time of next meeting | | Chair | (1 min) |