

# **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) |