
	Project Name Minutes for: "Date"	Ref:
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Attendees:-

Apologies:-

Agenda:-

- Introduction
- Plan owners around the table to present their current plans and how they're moving forward, focusing on:- (20/25min per plan)
 - Deliverables
 - Timetable
 - Status of Plan
 - Roles going forward
 - Issues and Risks
- Overall Management of the programme:-
 - Management
 - Issues and Risks overall /Workshop Format (15min)
 - Communications
 - People Structure
 - Support
- AOB

	<p align="center">Project Name</p> <p align="center">Minutes for: "Date"</p>	<p>Ref:</p>
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Actions:-

The next “