

Title: **Meeting Objectives and Agenda**

Date:

Project Name:

Objectives: List the overall objectives for the meeting such as (Review/Acceptance of Gate Deliverables)

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Organized by:

Location:

Scheduled Date and Time:

Attendees:

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Agenda: List the items and issues to discuss and resolve and the time allocated to each. If applicable, identify the name and owner of an item/issue, a short description for that item and any attached documentation/files related to it.

Item) Name	Time	Owner	Description	Attachments
1)				
2)				
3)				

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Meeting Guidelines:

- 1) Meetings **SHOULD NOT** exceed 45 minutes (Meetings **CANNOT** exceed 60 minutes)
- 2) Ad hoc items not involving the majority of the meeting participants should be discussed off-line
- 3) Ad hoc items may be discussed if the majority of meeting participants agree
- 4) Use of cell phones, wireless email, etc., **ARE NOT ALLOWED** during meetings

Meeting Organizer Responsibilities:

- 1) All participants have received and responded to a request to meet at the specified place and time
- 2) Objectives are met and all agenda items are discussed.
- 3) A record of the meeting activities (including an attendance log) are complete and stored in the permanent record
- 4) Participants assigned follow-up tasks are aware of and understand their responsibilities (including the assignment and acceptance of delivery dates/times)
- 5) Allocated time is not exceeded
- 6) Interruptions and deviations from meeting objectives are minimized

Meeting Attendee Responsibilities:

- 1) Acknowledge receipt of meeting request
- 2) Arrive at or before the specified time
- 3) Be prepared to discuss/address items listed in the agenda
- 4) Be prepared to accept one or more follow-up tasks and commit to a completion date.