**Title:** Meeting Objectives and Agenda

**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.

<table>
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<tr>
<th>Item) Name</th>
<th>Time</th>
<th>Owner</th>
<th>Description</th>
<th>Attachments</th>
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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.