# [Meeting Title]

[Location]

## [Click to select date]

## [Start Time] – [End Time]

Meeting called by [Facilitator Name]

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Attendees: |

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Initials | Company | Role |
|  |  |  |  |
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# Introductions

* The meeting was held at <company name>.
* The meeting was hosted by <insert name>.
* The meeting was chaired by <insert name>.
* Room layout:

# Apologies

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Initials | Company | Role |
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# Project Introduction

* <Project name>
* <Client>
* <Project description>

# Minutes of last meeting

* The minutes of the last meeting Choose an item. agreed.

# Project progress against MIDP & MPDT

The project was reviewed against the Master Information Delivery Plan and the Model Production Delivery Table, the approximate overall progress is:

* Current work stage Choose an item.
* Percentage stage completion
* Progress reports from task teams:

|  |  |
| --- | --- |
| Task Team | Report |
|  |  |
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# Clash report and mitigation

* The clash report was tabled

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Reference | Description | Type of clash | Resolution | Identified | Resolved | Owner |
|  |  | Choose an item. |  | Start | End |  |
|  |  | Choose an item. |  | Start | End |  |
|  |  | Choose an item. |  | Start | End |  |
|  |  | Choose an item. |  | Start | End |  |
|  |  | Choose an item. |  | Start | End |  |
|  |  | Choose an item. |  | Start | End |  |

# Targets for next meeting

* Project stage Choose an item.
* Expected percentage completion

|  |  |  |
| --- | --- | --- |
| Reference | Description | By next meeting |
|  |  | Choose an item. |
|  |  | Choose an item. |
|  |  | Choose an item. |
|  |  | Choose an item. |
|  |  | Choose an item. |
|  |  | Choose an item. |

# AOB

|  |  |
| --- | --- |
| Initials | Comment |
|  |  |
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|  |  |

# Next meeting

* Time and date
* Location and host
* Attendees:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Initials | Company | Role |
|  |  |  |  |
|  |  |  |  |
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