# [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

* Welcome to <company name>
* Introduce host
* Introduce chairperson
* Around table introductions

# Apologies

# Housekeeping

* Refreshments
* Facilities
* Wi-Fi and presentation screen
* Fire escape and pending practice alarms

# Project Introduction

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

# Minutes of last meeting

* Agree the minutes

# Project progress against MIDP & MPDT

* Current work stage Choose an item.
* Review against Master Information Delivery Plan and Model Production Delivery Table
* Approximate percentage stage completion
* Progress reports from task teams

# Clash report and mitigation

* Lead designer to table clash report
* Clashes assigned as either Actionable, Acceptable or Not a clash
* Actionable clashes to be assigned an owner

# Targets for next meeting

* Project stage Choose an item.
* Agree expected percentage completion
* Agree which clashes are to be resolved

# AOB

# Next meeting

* Agree time and date
* Agree location and host
* Agree attendees

# Close