**Project Steering Committee
Agenda Template**

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| Meeting outlineMeeting Details |

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 |
| Date | Location |  |
| MM/DD/YY |  |
| Call-in Code | Call-in Number |  |
|  |  |
| Call-in Link |  |  |
|  |
| Project Manager |  |  |
|  |
| Meeting Chair |  |  |
|  |
| Minutes Taken By |  |  |
|  |
| Attendees |
| Name | Role |
|   |  |
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|  |  |  |
| Purpose of Meeting | Describe the high-level goals of the project and how they relate to overall business objectives. Include measurable success criteria. Cost, scheduling, and quality targets should list an absolute or relative value.  |
| 1. Opening / Welcome |  |
| No. | Description |
| 1 | Call to order |
| 2 | Introduction of any new members or guests |
| 3 | Other |
| 2. Approval of Previous Meeting Minutes |  |
| Committee Member Name, Title | Date Approval Submitted |
| Name, Title | MM/DD/YY |
| Date Approval Received |
| MM/DD/YY |
| Committee Member Name, Title | Date Approval Submitted |
| Name, Title | MM/DD/YY |
| Date Approval Received |
| MM/DD/YY |
| Committee Member Name, Title | Date Approval Submitted |
| Name, Title | MM/DD/YY |
| Date Approval Received |
| MM/DD/YY |
| 3. Project Status Update |  |
| No. | Description |
| 1 | Brief summary of the project's current status |
| 2 | Note milestones achieved since last meeting |
| 3 | Note upcoming milestones |
| 4 | Risks and issues encountered and resolutions / mitigation strategies |
| 5 | Budget and financial update |
| 4. Key Discussion Topics |  |
| Topic | Notes |
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|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
| 5. Stakeholder Communication |  |
| NO. | DESCRIPTION |
| 1 |   |
| 2 |   |
| 3 |   |
| 6. Any Other Business (AOB) |  |
| Other |   |
| 7. Action |  |  |
| No. | Description |
| 1 | Action Item 1 |
| 2 | Action Item 2 |
| 3 | Action Item 3 |
| 4 | Action Item 4 |
| 5 | Action Item 5 |
| 6 | Action Item 6 |

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