[](https://www.smartsheet.com/try-it?trp=11860&utm_source=template-word&utm_medium=content&utm_campaign=Project+Board+Meeting+Agenda-word-11860&lpa=Project+Board+Meeting+Agenda+word+11860)**PROJECT BOARD MEETING   
AGENDA TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| DAY AND DATE | TIME | LOCATION | |
|  |  |  | |
| MEETING CHAIR | EMAIL | | PHONE |
|  |  | |  |
| MEETING SCRIBE | EMAIL | | PHONE |
|  |  | |  |
| MEETING TITLE | | | |
|  | | | |
| SUPPORTING DOCUMENTS REQUIRED | | | |
|  | | | |
| BOARD MEMBERS / ATTENDEES REQUESTED | | | |
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AGENDA

1. Opening Welcome – *call to order and introduction of attendees including any special guests.*
2. Review and Approval of Previous Meeting Minutes – *discussions, revisions, and approval of minutes from the previous meeting.*
3. Project Manager’s Status Report – *high-level summary of the project’s current status including key* *achievements and milestones reached since the last meeting. Include an overview of the project timeline and any adjustments made.*
4. Financial Update – *review of budget versus actual analysis and forecast for the remainder of the project. Include any financial concerns or issues.*
5. Risks and Issues – *review of the project’s current risk and issues log. Discuss any new or escalated risks and decisions on risk mitigation strategies.*
6. Chance requests – *presentation of any new change requests including impacts on the project scope, budget, timeline, and resources. Include decisions on approval or rejection of change request.*
7. Stakeholder Engagement and Communication – *updates on recent stakeholder communications or feedback including plans for upcoming stakeholder engagements. Include any stakeholder issues or concerns that the board needs to be aware of.*
8. Key Discussion Topics – *any strategic, operational, or external factors impacting the project. Include topics of concern or those needing board guidance.*

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| --- | --- | --- | --- |
| BOARD CHAIR APPROVAL | | BOARD SUB-CHAIR APPROVAL | |
| SIGNATURE | DATE | SIGNATURE | DATE |
|  |  |  |  |

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