**PROJECT STEERING COMMITTEE
AGENDA TEMPLATE**

|  |  |  |
| --- | --- | --- |
| Meeting outlineMEETING DETAILS |

|  |
| --- |
|   |

 |
| DATE | LOCATION |  |
| MM/DD/YY |  |
| CALL-IN CODE | CALL-IN NUMBER |  |
|  |  |
| CALL-IN LINK |  |  |
|  |
| PROJECT MANAGER |  |  |
|  |
| MEETING CHAIR |  |  |
|  |
| MINUTES TAKEN BY |  |  |
|  |
| ATTENDEES |
| NAME | ROLE |
|   |  |
|  |  |
|  |  |
|  |  |
|  |  |  |
| 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 |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
| 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 |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |