

Appendix R: Meeting Agenda Template



<<Type Project Name Here>>
Meeting Agenda Template

Date:	Click here to enter a date.			Location:	
Planned Time:		Actual Begin:		Actual End:	
Facilitator:					
Clarity Task:					

Meeting Purpose:	
Objective:	

Agenda

Item	Description	Owner
1	Review task status and estimate to complete (ETC). Recommend using <i>Clarity Open Workbench</i> , <i>Weekly Tracking</i> folder, <i>Weekly Actuals</i> view, change view definition to add filters to eliminate completed tasks (status not equal completed) and Project Management tasks (task ID not equal 000*).	
2	Action items status	
3	Review upcoming milestones. Recommend using <i>Clarity Open Workbench</i> , <i>Weekly Tracking</i> folder, <i>Milestone Status Tracking</i> view.	
4	Review issues status. Recommend using <i>Issues Report</i> and include Project ID as a parameter and select desired sort sequence.	
5	Next Steps:	
6	<<Add Additional Agenda Items Beginning Here>>	

Next Meeting Date: Click here to enter a date.	
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Attendees

<i>X</i>	<i>Name of Team Member</i>	<i>X</i>	<i>Name of Team Member</i>
	Team Member 1		Team Member 2
	Team Member 3		Team Member 4
	Team Member 5		Team Member 6
	Team Member 7		Team Member 8
	Team Member 9		Team Member 10

Note: Place an “X” in the box to the left of the team member names in attendance.