

# Project Management Advisory Meeting Minutes

Date:

Time:

Location:

Meeting Facilitator:

Attendees:

Apologies:

## 1. Agenda

## 2. Review of Previous Minutes / Action Items

## 3. Project Updates

## 4. Key Issues & Risks

## 5. Decisions Made

## 6. Action Items & Responsibilities

## 7. Next Meeting

Date:

Time:

Location: