**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11860&utm_source=template-word&utm_medium=content&utm_campaign=Project+Steering+Committee+Agenda-word-11860&lpa=Project+Steering+Committee+Agenda+word+11860)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 | | |
|  |  | | |
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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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