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**ESTATES & FACILITIES MANAGEMENT DIVISION**

**[Insert Project Name and Building]**

**PROJECT BOARD MEETING**

**Agenda**

[Insert date and time]

[Insert Venue]

**Invitees**

|  |  |  |
| --- | --- | --- |
|  (chair) |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  (secretary) |  |  |

**Distribution**

|  |  |  |
| --- | --- | --- |
|  |  |  |

|  |  |
| --- | --- |
| **1.0** | **Minutes of the Last Meeting/Matters Arising** |
| 1.1 | [Insert Date of last Meeting] |
|  |  |
| **2.0** | **Project Manager’s Report**  |
| 2.1 | Scope |
| 2.2 | Programme |
| 2.3 | Cost |
| 2.4 | Risks  |
| 2.5 | Quality |
|  |  |
| **3.0** | **Any Other Business**  |
|  |  |
| **4.0** | **Next Meeting** |
|  | [Insert Date of Next Meeting] |