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| --- | --- | --- | --- |
| **Meeting:** |  | **Date:** |  |
| **Facilitator:** |  | **Time:** |  |
| **Recorder:** |  |
| **Attendees:** |  |
| **Absentees:** |  |
| Agenda |
| 1. **Agenda, Action Items and Issues Review**
2. **…**
3. **…**
4. **Wrap Up and Next Steps**
 |

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| Discussion |
| **1.** | **Agenda, Action Items and Issues Review*** The intent of this meeting is to share progress on the PMO Roadmap, provide management updates and share information with the team.
* This is the first meeting so there are no action items or issues to review.
 |
| **2.** | **Topic** |
| **3.** | **Topic** |
| **4.** | **Wrap Up and Next Steps***
 |

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| Open Action Items |
| **#** | **Open Date** | **Required Action/Follow-Up** | **Owner** | **Target Date** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

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| --- |
| Closed Action Items (since last meeting) |
| **#** | **Open Date** | **Required Action/Follow-Up** | **Owner** | **Closed Date** |
|  |  |  |  |  |
|  |  |  |  |  |

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| Decision Log |
| **#** | **Date** | **Decision** |
| 1 |  |  |

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| Parking Lot/Future Items/Outstanding Questions |
| 1. |  |
| 2. |  |