TEAM MEETING AGENDAS AND MINUTES

- Table of contents including name of minute taker
- Weekly agendas
- Weekly minutes
- Standard agenda form – including tasks and hours
- Schedule review and update included
- Minutes rotated – author included

WEEKLY TIME AND STATUS MINUTES

- Time and status reports match those submitted each week.

PROJECT SCHEDULE

- Original baseline and all updated versions.
- WBS for completed and currently active phases included

PROJECT ADVISER MEETINGS – AGENDA AND MINUTES

- Table of contents
- Weekly agendas
- Weekly minutes

SPONSOR MEETINGS – AGENDA AND REPORTS

- Table of contents
- Agendas
- Minutes

TECHNICAL REVIEW REPORTS

- Included Summary Sheet
- Included list of questions and comments from each reviewer.

BASELINE CHANGE REQUESTS

- Table of contents

APPENDIX: Key Decisions / Cross Reference

- Key Decisions identified
- Trace Key Decisions to dates of agendas/minutes