

Project Meeting

AGENDA

Project Name:	XYZ Computer System
Project Team:	Engineering
Meeting Leader:	Bob Allison
Role:	Team Lead
Date:	03/02/09

Meeting Details	
Meeting Title:	Bills of Material review
Meeting Objectives:	Update progress status
Location:	Team meeting room #1
Date:	03/04/09
Time:	9:00am
Participants:	Engineering project team (email to alias) PM

Agenda Items:

#	Time	Duration	Item Description
1	9:00am	30 minutes	Review open action items and update status
2	9:30am	1 hour	Update status on Display model 200 BOM setup
3	10:30am	1 hour	Update status on Display model 300 BOM setup
4	11:30am	30 minutes	General progress discussion

Action Items:

The list of open action items is attached. The status of each item is to be updated at meeting.

Reference Materials:

Project Gantt chart showing Display BOM completion targets.