**PROJECT:** < Project Number and Name>

**DATE/TIME:** < Day of the week, Date >

 < Time >

**PLACE:** < Location >

**Agenda**

1. Introductions
2. Review of the Agenda
3. Review Project
	1. Scope
	2. Deliverables
	3. Schedule
	4. Budget
	5. Site
4. Project Organization – Roles & Responsibilities
	1. Project team
	2. Consultant Team
	3. FOD
	4. University
	5. Enterprise Risk Management Josh Tabler, (tabler.45@osu.edu) *(include for projects ≥ $10m)*
	6. Customer
	7. Stakeholders
	8. Neighbors
5. Project Meeting Schedule
6. Review Charter
7. Review Project Communications
	1. Requirements
	2. Reporting/Status reports
	3. Document Controls
8. Other University Entity Team Members
	1. EHS
	2. Security
	3. Transportation and Parking
	4. OIT
9. Project Permitting
10. Other Items – Q&A
11. Next Steps
	1. Next meeting
12. Review Action Items