##

## Stakeholder Meeting <Group Name>

#### Date: 10 January 2020

#### Venue: Venue name and address

#### Attendees

* Name 1, Name 2, Name 3, Name 4

Agenda

#### Welcome and Purpose of meeting

* Details here

#### Review of project proposal

* Details here

#### Entry Checklist

* Details here

#### Create Project plan including key dates

* Details here

#### Next Steps including actions

* Details here

#### Close meeting

* Details here

#### Actions post meeting

* Circulate minutes including key actions
* Circulate Project plan including key dates