

Date:	September 1, 2011
Meeting Date:	September 21, 2011
To:	Project Team
From:	Project Coordinator
Project:	<i>MAMA Meeting Management</i>
Regarding:	Project Status Meeting Agenda
Attachments:	None

## Meeting Information

- Who: PM, Expert, Project Coordinator, Technical Lead
- When: Date. Time. Duration is generally between 15 minutes and 4 hours.
- Where: In-office, via telephone conference, video conference, etc...
- Roles: Leader, Timekeeper, Scribe

## Agenda

### Old Business

1. A numbered list of all Action Steps from previous meetings
2. This is the stuff we committed to in the last meeting
3. You say: "Bob, you committed to finishing estimate, is that done and sent?"
4. This is what connects the meetings and creates accountability

### New Business

5. A numbered, prioritized and organized list of all points that need to be discussed.
6. The discussion can jump from item to item and out of order.
7. Use these items as a check-list before the end of the meeting.
8. I continue from the numbering in Old Business, but the scheme doesn't matter.

## Minutes

1. A numbered list of notes of what was discussed and decided.
2. These numbers don't necessarily need to correspond to the Agenda numbering.
3. These numbered items can be referred to in the Action Steps, for reference.

## Action Steps

1. What, Who, When, Where, Why, How, How Long, How Much
2. Each Action Step should be discrete.
3. The SMARTer the better: Specific, Measurable, Action oriented, Realistic, and Time bound.
4. These will be pasted into the next Agenda as Old Business to ensure completion.
5. Next Meeting: Make sure you plan the next meeting to follow-up on commitments.