Reference Group Meeting Agenda

[Start time] – [End time]

[Day] [Date] [Month][Year]

[Venue]

Prepared by SHRFV Project Manager: [Name]

1. Attendance

[Type here]

1. Apologies

[Type here]

1. Acknowledgement of Country

[Type here]

1. Minutes from the previous meeting

[Type here]

1. Matters arising from the previous meeting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action summary | | | |  |
| Date | Action | By Whom | By When | Outcome |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Implementation progress report [Headings as determined with Project Sponsor – suggest alignment with the SHRFV Implementation Report]

* Engage leadership and build momentum
* Lay a foundation for success
* Build capacity and capability
* Collaborative Practice
* Create the evidence base/MARAM Framework

1. Communication

[Type here]

1. Budget

[Type here]

1. Other business

[Type here]

1. Next meeting

[Start time] – [End time]

[Day] [Date] [Month][Year]

[Venue]