**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](mailto: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