



## Roche Diagnostics [LOCATION], [COUNTRY] - Project Meeting Minutes and Actions

<b>Date:</b>	[DD.MM.YYYY]	<b>CREM ID:</b>	####
<b>Meeting #:</b>	XXX	<b>Issued by:</b>	[TPM NAME, COMPANY]
<b>Attendees:</b>	[NAME, COMPANY] [NAME, COMPANY] [NAME, COMPANY] [NAME, COMPANY]	[NAME, COMPANY] [NAME, COMPANY] [NAME, COMPANY] [NAME, COMPANY]	<b>Apologies:</b> [NAME, COMPANY] [NAME, COMPANY] [NAME, COMPANY] [NAME, COMPANY]

<b>Agenda:</b>  <b>Topics discussed in meeting</b>	<ol style="list-style-type: none"> <li>1. General             <ol style="list-style-type: none"> <li>1.1. Required Decisions</li> </ol> </li> <li>2. Programme             <ol style="list-style-type: none"> <li>2.1. 2 Week Look Ahead</li> <li>2.2. Stage Gate - Upcoming decisions</li> <li>2.3. Subtopic name</li> </ol> </li> <li>3. Finance             <ol style="list-style-type: none"> <li>3.1. Budget Update</li> <li>3.2. Change Order Update</li> <li>3.3. Subtopic name</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>4. Design             <ol style="list-style-type: none"> <li>4.1. Design Stage Update</li> <li>4.2. Upcoming task to complete</li> <li>4.3. Subtopic name</li> </ol> </li> <li>5. Procurement             <ol style="list-style-type: none"> <li>5.1. Package Release dates</li> <li>5.2. Furniture Suppliers Longlist</li> <li>5.3. Subtopic name</li> </ol> </li> <li>6. Construction             <ol style="list-style-type: none"> <li>6.1. General Contractor Longlist</li> <li>6.2. General Contractor RFP</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>7. Risk Management             <ol style="list-style-type: none"> <li>7.1. Risk Register Review</li> <li>7.2. Subtopic name</li> </ol> </li> <li>8. Add Additional Topics as required             <ol style="list-style-type: none"> <li>8.1. Subtopic name</li> <li>8.2. Subtopic name</li> </ol> </li> <li>9. Add Additional Topics as required             <ol style="list-style-type: none"> <li>9.1. Subtopic name</li> <li>9.2. Subtopic name</li> </ol> </li> </ol>
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## Minutes & Action Items

Ref	Topic	Action/Comment	Responsible	Date Action Assigned	Date Action Due	Date Action Closed	Status	RAG
<b>1.0</b>	<b>General</b>							
1.1			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	Green
1.2			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	Yellow
1.3			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	Red
<b>2.0</b>	<b>Programme</b>							
2.1			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	
2.2			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	
2.3			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	
<b>3.0</b>	<b>Finance</b>							
3.1			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	
3.2			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	
3.3			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	

Ref	Topic	Action/Comment	Responsible	Date Action Assigned	Date Action Due	Date Action Closed	Status	RAG
<b>4.0</b>	<b>Design</b>							
4.1			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	
4.2			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	
4.3			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	
<b>5.0</b>	<b>Procurement</b>							
5.1			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	
5.2			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	
5.3			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	
<b>6.0</b>	<b>Construction</b>							
6.1			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	
6.2			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	
6.3			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	
6.4			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	

7.0 Risk Management								
7.1			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	
7.2			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	
							To c... ▾	
8.0 Two Week Look ahead								
8.1							To c... ▾	
8.2							To c... ▾	
8.3							To c... ▾	

Next meeting:	<b>Monday 1st January 2023 @ 11:00am BST</b>
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## Associated Documents

Upcoming absences:	Project Directory & Holidays Tracker [INSERT HYPERLINK]
TPM Project Checklist:	[INSERT HYPERLINK w/ FILE NAME]
Monthly TPM reporting:	Monthly Project Progress Report: [INSERT HYPERLINK w/ FILE NAME]
Master programme:	Master Programme: [INSERT HYPERLINK w/ FILE NAME] Landlords Timeline: [INSERT HYPERLINK w/ FILE NAME]
Master budget:	[INSERT HYPERLINK w/ FILE NAME]
Procurement plan:	[INSERT HYPERLINK w/ FILE NAME]
Design tracker:	[INSERT HYPERLINK w/ FILE NAME]
Risk register:	[INSERT HYPERLINK w/ FILE NAME]
Defects list:	[INSERT HYPERLINK w/ FILE NAME]

## Reference Links

Global Standards:	<p>Playbook: Please refer to link to review Roche Playbook, Roche Local team and TPM to review  <a href="https://fitout-playbook.roche.com">https://fitout-playbook.roche.com</a></p> <p>Spaces page: Please refer to link to review Roche Spaces page, Roche Local team and TPM to review  <a href="https://spaces.roche.com/spaces">https://spaces.roche.com/spaces</a></p>
K Directives:	[INSERT HYPERLINK w/ FILE NAME]
Lessons Learned:	[INSERT HYPERLINK w/ FILE NAME]