



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

Date:	[DD.MM.YYYY]		Quickbase ID:	####	
Meeting #:	XXX		Issued by:	[TPM NAME, COMPANY]	
Attendees:	[NAME, COMPANY] [NAME, COMPANY] [NAME, COMPANY] [NAME, COMPANY]	[NAME, COMPANY] [NAME, COMPANY] [NAME, COMPANY] [NAME, COMPANY]	Apologies:	[NAME, COMPANY] [NAME, COMPANY] [NAME, COMPANY] [NAME, COMPANY]	[NAME, COMPANY] [NAME, COMPANY] [NAME, COMPANY] [NAME, COMPANY]

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

Minutes & Action Items

Ref	Topic	Action/Comment	Responsible	Date Action Assigned	Date Action Due	Date Action Closed	Status	RAG
1.0	General							
1.1			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	
1.2			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	
1.3			Name	DD/MM/YY	DD/MM/YY	DD/MM/YY	To c... ▾	
2.0	Programme							
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... ▾	
3.0	Finance							
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
4.0	Design							
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... ▾	
5.0	Procurement							
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... ▾	
6.0	Construction							
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... ▾	

Next meeting:	Monday 1st January 2023 @ 11:00am BST
---------------	---------------------------------------

Associated Documents

Upcoming absences:	Project Directory & Holidays Tracker [INSERT HYPERLINK]
Monthly TPM reporting:	Monthly TPM Pack: [INSERT HYPERLINK w/ FILE NAME] 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]
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 Colliers TPM to review xxx</p> <p>Spaces page: Please refer to link to review Roche Spaces page, Roche Local team and Colliers TPM to review xxx</p>
Lessons Learned:	[INSERT HYPERLINK w/ FILE NAME]