QUARTERLY REVIEW MEETING

AGENDA [INSERT DATE]

**Meeting Purpose: [INSERT DETAIL]**

**Contractor/Consultant: [INSERT DETAIL]**

**Venue:** ZOOM / TEAMS / ONSITE MEETING

**Date: [INSERT DETAIL]**

**Time: [INSERT DETAIL]**

**Attendees :** **[INSERT DETAIL]**

**Apologies :**  **[INSERT DETAIL]**

Standing Items

1. Review of Minutes from previous meeting(s)
2. Review KPI balanced score card and trends
   1. Contract performance against target / KPIs
   2. Stakeholder feedback (End Users)
3. General review of:
   1. Sustainability
   2. Review of risks and Issues (inc. H&S)
   3. Benefits / Efficiency Realisation (E.g. Community Benefits)
   4. Key Achievements
   5. Lessons learned
   6. Development Areas
   7. Opportunities
   8. Innovation
4. Feedback from supplier
   1. Supplier Business Review, with updates on new products/product developments, customer-affecting issues, DNBi Scoring.
5. AOB

Meeting Notes

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| --- | --- | --- | --- | --- | --- |
|  | **Agenda Item** | **Discussion Points / Actions** | **Owner** | **Deadline** | **Closed Out Date** |
| 1. | Previous Minutes (Comments) | * Please refer to Action Tracker |  |  |  |
| 2.1 | KPIs |  |  |  |  |
| 2.2 | Stakeholder Feedback |  |  |  |  |
| 3.1 | Sustainability |  |  |  |  |
| 3.2 | Risks and Issues |  |  |  |  |
| 3.3 | Benefits / Efficiency Realisation |  |  |  |  |
| 3.4 | Key Achievements |  |  |  |  |
| 3.5 | Lessons Learned |  |  |  |  |
| 3.6 | Development Areas |  |  |  |  |
| 3.7 | Opportunities |  |  |  |  |
| 3.8 | Innovation |  |  |  |  |
| 4.1 | Supplier Business Review |  |  |  |  |
| 5 | AOB |  |  |  |  |