[project]

**[date and location]**

# PROJECT BRIEFING AGENDA

Review Team Members: [names of Review Team members]

GCA Review Manager: [name of GCA Review Manager]

|  |  |  |
| --- | --- | --- |
| TIME | FOCUS | REPRESENTATIVE |
| 8:45 – 9:00 | Review Team discussion | Review Team Only |
| 9:00 – 9:10 | Briefing Commence: Introduction | GCA Review Manager |
| 9:10 – 9:30 | Introduction of the project or program  Project progress and status | Senior Responsible Officer (SRO) |
| 9:30 – 10:30 | Overview of the location and asset form | Project Director |
| 10:30 – 11:15 | Site visit (if requested by GCA) | ALL |
| 11:15 – 11:30 | BREAK | ALL |
| 11:30 – 12:30 | Discussion of interview schedule and Terms of Reference | Project Director |
| 12:30 – 13:00 | Review Team discussion | Review Team Only |

Contact Details:

[name of delivery agency contact for day]

[mobile number and email of delivery agency contact]