# Research team/collaboration meeting agenda

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| --- | --- |
| Project/ group name |  |
| Work stream/ package |  |
| Date/ time |  |
| Location |  |
| Chair | *Consider having a rotating chairperson to keep everyone engaged and develop leadership skills* |

## Purpose

*In one or two sentences:*

* *what do you hope to achieve with this meeting? The priority to focus on.*
* *A reminder of your team’s purpose (keep it present)*

## Review of actions

*Review the actions agreed at the from previous meetings to check their status with the assignees.*

## Review of work completed and scheduled

*Brief reports from team members on:*

* *What they have achieved since the last meeting*
* *Status updates on current work as per the project schedule/ Gantt chart*
* *Evaluation of research methodologies being used*
* *Evaluation of data collected*

## Feedback, Recognition and Celebration

*Schedule in time at meetings to reward and recognize individuals or sub-groups of the team for their contributions and celebrate the contributions and efforts you have noticed as well as any milestones or successes achieved.*

*Seek feedback from the team on:*

* *What is enabling them to be successful*
* *What is getting in the way of success*
* *What can the PI or other members do differently to support the success of the group?*

*Remember to give attention to all three elements:*

* *The team*
* *Individuals*
* *The research*

## Requests

*An opportunity for any team members to seek advice, ideas or support from the rest of the group*

## Risk management

*Review and monitor the status of risks that have already been identified, as well as raising any risks that have been realized since the last meeting.*

## Any other Business

*Discussion of any other relevant issues that have been raised by team members prior to the meeting.*

## Review of actions

*Ensure that all team members are clear of any new actions generated from the current meeting:*

* *Specifically what needs to be achieved*
* *Who will be assigned to each action*
* *Dates for completion*

## Dateand focus of the next meeting(s)