##

## Final project stakeholder meeting

#### Date: 10 January 2019

#### Venue: Venue name and address

#### Attendees

* Name 1, Name 2, Name 3, Name 4

Agenda

#### Welcome and purpose of meeting

* Details here

#### Current sitiation

* Details here

#### reflection

* What worked really well
* What could have been better

#### Exit checklist

* Details here

#### Outstanding actions

* Details here

#### Date of next formal review / closure of meeting

* Details here

#### Named Actions

* Details here