DATA ITEM DESCRIPTION

1. DID NUMBER: DID-PM-MEET-MINUTES-V5.3
2. TITLE: meeting minutes
3. DESCRIPTION and intended use

Meetings Minutes are recorded to ensure an accurate account of all discussions, decisions and actions arising from meetings between the Contractor and the Commonwealth.

1. INTER-RELATIONSHIPS

The Meeting Minutes are subordinate to the following data items, where these data items are required under the Contract:

Nil.

1. APPLICABLE DOCUMENTS

The following documents form a part of this DID to the extent specified herein:

Nil.

1. Preparation Instructions
   1. Generic Format and Content

The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled ‘General Requirements for Data Items’.

Non-generic information may be submitted in the Contractor’s preferred format.

* 1. Specific Content
     1. Main Body

Meeting Minutes shall include:

a list of attendees by name, title, appointment, organisation and contact phone number;

a page that provides for agreement to the minutes by the senior representatives (Commonwealth and Contractor) who attended the meeting, with the page to also show details of any representatives who disagree with the minutes;

the purpose of the meeting;

the actual agenda followed at the meeting;

a summary of the discussion, decisions, agreements and directions determined during the course of the meeting;

a list of action items agreed at the meeting;

other information required by the chairperson to be recorded in the minutes; and

details of proposed next meeting.

* + 1. Action Items

The action item list shall be attached to the Meeting Minutes. The action item list shall reflect the current status of all action items, including those that are closed and completed.

Actions items shall be numbered either as follows or in the Contractor’s preferred format:

AI:PPPPPP: MMM:NNN

where -

AI stands for Action Item;

PPPPPP is the Project Name or Identification;

MMM is the Meeting Identifier; and

NNN is the Action Item Number.

The action item list shall include:

the party and individual responsible for undertaking the action item;

the timeframe for completing the action item; and

the history of the action item, including any transfer of responsibilities or changes in scope.