DATA ITEM DESCRIPTION

1. DID NUMBER: -
2. TITLE: meeting agenda
3. DESCRIPTION and intended use

The Meeting Agenda provides information concerning the purpose, location and schedule of meetings convened for the purpose of discharging the requirements of the Contract.

1. INTER-RELATIONSHIPS

The Meeting Agenda is 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

The Meeting Agenda shall incorporate agenda items and other input requested by the Commonwealth Representative and shall include:

the purpose or objective of the meeting;

the meeting location, date, starting time, and expected duration;

a chronological listing of each major discussion topic, including the person responsible to take the lead on the topic;

a list of individuals invited to attend the meeting, identifying their appointment and area of responsibility;

the identity of the chair person(s);

administrative information associated with the meeting including, where appropriate, access arrangements and the facilities available;

a list of documentation to be reviewed either for, or at, the meeting; and

any other information pertinent to the meeting.