# [PROJECT NAME] Onboarding Meeting Agenda

**Date/time:** *xxx*

**Required attendees:** *Names of all attendees who are invited to the meeting.*

**Apologies:** *Names of any who are unable to make it to the meeting.*

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| --- | --- |
| **Key project information** | |
| Project name |  |
| Brief project aims |  |
| Project timeline/duration |  |
| Research team names, positions and their contact details |  |
| Research partner names, positions and organisations |  |
| Project funder |  |

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| **Item** | **Person responsible** | **Notes** | **Actions and due dates** |
| 1. Ice breakers and introductions |  |  |  |
| 1. Project briefing |  |  |  |
| 1. Milestones / timeline / deadlines |  |  |  |
| 1. Budget overview |  |  |  |
| 1. Ethics requirements |  |  |  |
| 1. File storage process |  |  |  |
| 1. Evaluation / impact |  |  |  |
| 1. Team meeting schedule / communication channel |  |  |  |
| 1. Other administration |  |  |  |