**[Contract Title] Contract Management Review Meeting with [supplier]**

Thursday, 09 May 2024; 11:00am – 12:30pm

 [location]

**QM Attendees:**

|  |  |
| --- | --- |
| NAME | ROLE |
|  |  |
|  |  |
|  |  |

**Supplier Attendees**

|  |  |
| --- | --- |
| NAME | ROLE |
|  |  |
|  |  |
|  |  |

**Apologies:**

|  |  |
| --- | --- |
| NAME | ROLE |
|  |  |
|  |  |

**Agenda Items: This is an example only. Please ensure to amend the list to reflect requirements based on each contract.**

|  |  |  |
| --- | --- | --- |
| # | AGENDA ITEM | LEAD |
| 1 | **Minutes of Previous Meeting & Actions [insert date]***Previous minutes**Outstanding actions* | Chair |
| 2 | **Contract Performance***Service levels agreement**KPI’S / MI Reports**Contract deliverables (if any)**Sustainability actions/initiatives* | Supplier |
| 3 | **Invoices and Payment** *Outstanding invoices*  *Payment queries* | QM/Supplier |
| 4 | **Any [supplier] Issues / Challenges** *Issues to be raised* | Supplier |
| 5 | **Any QM Issues / Challenges***Issues to be raised* | QM |
| 6 | **AOB** | QM/Supplier |
| 7 | **Date of Next Meeting** | QM/Supplier |