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

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

 [location]

**QM Attendees:**

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

**Supplier Attendees**

|  |  |
| --- | --- |
| NAME | ROLE |
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**Apologies:**

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| NAME | ROLE |
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| --- | --- | --- | --- | --- |
| # | Agenda Items | Lead | Notes | Actions |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |