## Progress Review Panel meeting agenda template

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| --- | --- |
| **Date**  |   |
| **Time**  |   |
| **Location/zoom details**  |   |
| **Attendees**  |   |
| **Apologies**  |   |
| **Agenda**  |
| **Item no.**  | **Agenda item**  | **For** *(noting, decision, discussion)*  | **Presenter** *(if applicable)*  | **Page no.**  |
|   | *Meeting date and start time*  |   |   |   |
| **1.**  | **FORMALITIES**  |   |   |   |
| 1.1   | Acknowledgement of Country/KarakiaPlease begin your meeting with appropriate of Country or Karakia, depending on our location and cultural context.  |   |   |   |
| 1.2  | Apologies   |   |   |   |
| 1.3  | [Conflicts of interest](https://www.racp.edu.au/docs/default-source/default-document-library/conflicts-of-interest-policy.pdf?sfvrsn=68302f1a_8) Any member of the Progress Review Panel has a duty to inform the group, through the Chair, of any actual or potential conflict of interest which they might face in relation to the work of the Progress Review Panel, and the nature of the conflict.   |   |   |   |
| 1.4   | **Confidentiality statement** All individuals are required to preserve the principles of confidentiality.  |   |   |   |
| **2.**  | **MINUTES, ACTION ITEMS AND OUT OF SESSION DECISIONS**  |   |   |   |
| 2.1  | Approval of Previous Minutes: *Meeting # <date>*  |   |   |   |
| 2.2  | Action items   |   |   |   |
| **3.**  | **MATTERS FOR DISCUSSION AND DECISION**  |   |   |   |
| 3.1  | Trainee name(s)/Trainee group title: *(e.g., “John Smith” or “Foundation phase trainees”)*Reviewer (if applicable): <name>  |   |   |   |
| 3.2  | Trainee name(s)/Trainee group title: Reviewer (if applicable): <name>  |   |   |   |
| 3.3  | Trainee name(s)/Trainee group title: Reviewer (if applicable): <name>  |   |   |   |
| 3.4 | Trainees meeting all progression requirements*List trainees considered “on track” and may not require in-depth discussion* |  |  |  |
| 4.  | **MATTERS FOR NOTING**  |   |   |   |
| 4.1  | *<matters for noting>*  |   |   |   |
| 5.   | **OTHER BUSINESS**  |   |   |   |
| 5.1   | Items to be flagged to the overseeing committee |   |   |   |
| 5.2 | *<other business>*  |  |  |  |
| Next meeting to be held on:   | Date:    /        /  |
| **Distribution list**  |
| **Name**  | **Role**  |
|   |   |
|   |   |
|   |   |