# [Supplier Name] – Tactical Meeting

## Agenda and Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting Number: | |  | |
| Chair / Facilitator: | |  | |
| Scribe: | |  | |
| Date: | |  | |
| Time: | |  | |
| Location: | |  | |
|  | Name | | Representing |
| X | John Citizen (JC) | | NSWP |
| X | Jane Smith (JS) | | Supplier |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| [X in attendance, A absent, + substitute, c Copied] | | | |

Agenda

| Item | Led By | Subject |
| --- | --- | --- |
| 1 | NSWP | Minutes of previous meetings |
| 2 | NSWP | Status of actions from previous meeting (if applicable) |
| 3 | Supplier  Supplier  DFSI  DFSI | Performance   1. Scorecard and validation reports 2. Customer feedback / end user issues 3. Issues that have arisen in the past period 4. Performance comparison information |
| 4 | Supplier | Risk Management   1. Insurance (currency of all relevant insurances) |
| 5 | DFSI  Both | Governance   1. Variations to the agreement 2. Other contractual matters |
| 6 | Both | Feedback (360o) |
| 8 | Both | Target Setting and Planning |
| 9 | Both | General Business |
| 10 | NSWP | Action plan to address any items identified during the review |

Minutes

| Item | Led by | Description |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |

Open Action Items from Previous Meetings

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item |  | Open Date |  | Target Date |  | Assigned To |  |
| Description | |  | | | | | |
| Update | |  | | | | | |

Action Items from this Meeting

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item |  | Open Date |  | Target Date |  | Assigned To |  |
| Description | |  | | | | | |

Closed Action Items

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item |  | Open Date |  | Target Date |  | Assigned To |  |
| Description | |  | | | | | |
| Resolution | |  | | | | | |