# [Supplier Name] – Strategic 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 | Introductions and scene setting |
| 2 | NSWP | Minutes and status of actions from previous meeting (if applicable) |
| 3 | BothNSWPSupplierNSWPSupplier | News and Initiatives 1. Status of current initiatives/ successes, roadblocks and changes
2. Government changes and priorities
3. Company / industry happenings
4. Benefits / savings initiatives and related programs
5. Innovations and new value initiatives
 |
| 4 | SupplierNSWPBoth | Performance1. High level trends and insights
2. Customer insights (PLG or agency CPO feedback)
3. Specific issues to be addressed
 |
| 5 | Supplier | Risk Management1. Review risks rated high and above
 |
| 6 | Both | Governance1. Any non-standard contractual matters or issues
 |
| 7 | Both | Feedback (360o) |
| 8 | Both | Target Setting and Planning1. NSW Government priorities
2. DFSI strategic initiatives
3. Supplier priorities
 |
| 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 |  |