# [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 | Both  NSWP  Supplier  NSWP  Supplier | 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 | Supplier  NSWP  Both | Performance   1. High level trends and insights 2. Customer insights (PLG or agency CPO feedback) 3. Specific issues to be addressed |
| 5 | Supplier | Risk Management   1. Review risks rated high and above |
| 6 | Both | Governance   1. Any non-standard contractual matters or issues |
| 7 | Both | Feedback (360o) |
| 8 | Both | Target Setting and Planning   1. 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 | |  | | | | | |