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| **Meeting Title** | MSF4 ECI Strategy Meeting |
| **Contract Name** | \*INSERT PROJECT NAME HERE\* |
| **Commissioning Authority** | \*INSERT CLIENT NAME HERE\* |
| **Date & Time** | \*DATE OF MEETING\* |
| **Location** | \*LOCATION\* |

# AGENDA

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| 1 | Introductions* Who will take the project further from each party?
 |
| 2 | Project Introduction:* Initial Project Information Pack (incl Scope, Site Information, risks, etc),
* Objectives, Milestones and Key Dates,
* Budget status,
* \*insert other items as necessary\*
 |
| 3 | Project Status – Agree what stage of the MHA MSF4 Process Map has been reached? |
| 4 | Discuss ECI Objectives and Milestones |
| 5 | Route to ECI (discuss options, X22, short form or other) |
| 6 | ECI Checklist Review |
| 7 | Confirm Actions and Deliverables |
| 8 | A.O.B. and Wrap Up |

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| **Attendees** | **\*\*\*ATTENDEES\*\*\*** |
| **Apologies** | **\*\*\*APOLOGIES\*\*\*** |