

# TEMPLATE EXAMPLE: Design Review Agenda

Meeting Information			
Project Name			
Design Review Title / Name		<i>Which design is being reviewed? Title, number etc.</i>	
Venue			
Date		Time	
Facilitator		Scribe	
Required Participants			
Agenda Items			
1.	<b>Welcome to Country</b>	We acknowledge and respect the traditional custodians whose ancestral lands we are meeting upon here today.	
2.	<b>Welcome and Apologies</b>		
3.	<b>Work Health and Safety</b>	<i>All meetings should start with a short (need to know) discussion on WHS requirements associated with the venue, for example: location of emergency assembly point, location of nearest exit etc.</i>	
4.	<b>Previous Minutes</b>	<i>If there has been a prior, related meeting, it may be appropriate to review, acknowledge and/or accept the previous minutes. It may also be appropriate to go through (discuss) action items from previous meeting(s).</i>	
5.	<b>Design Review</b>		
5.1	<b>Scope of Review</b> <i>Technical lead/lead engineer explains the scope of the review. Anything out of scope is to be 'parked' for another discussion.</i>	<i>Initial of person(s) leading discussion on this topic</i>	
5.2	<b>Design Developments and Decisions</b> <i>Technical lead explains the design developments and design decisions and changes since the previous review.</i>	<i>Initial of person(s) leading discussion on this topic</i>	
5.3	<b>Design Rationalisation</b> <i>The review facilitator runs through the applicable parts of the specification and the technical lead explains how the design complies with the relevant part of the specification.</i>	<i>Initial of person(s) leading discussion on this topic</i>	
5.4	<b>Discussion and Progression</b> <i>The design is open for discussion. This is an opportunity for participants to raise any concerns with the design and identify new hazards. The next steps in the design should be explained and any actions recorded.</i>	<i>Initial of person(s) leading discussion on this topic</i>	
5.5	<b>Hazard Register: Review and Status Update</b> <i>Review hazard register and agree:</i> <i>1. Which hazards have been addressed by design?</i> <i>2. Which hazards will be (but are yet to be) addressed by design? Ensure required actions are recorded.</i> <i>3. Which will remain as hazards to be tolerated throughout the life of the designed asset or product (i.e. formally handed-over to operations and maintenance, for ongoing management and control).</i>	<i>Initial of person(s) leading discussion on this topic</i>	
6.	<b>Any Other Business</b>	Provide opportunity for participants to raise additional relevant topics, hazards, required actions, discussion items etc.	
7.	<b>Agreement of Outcomes</b>	Agree minutes and get signatures (if required) that the review has fulfilled its outcomes. If not, decide how the situation will be managed.	
8.	<b>Next Meeting</b>	Provide details of the next meeting (when and where).	