# TRP Meeting R27-xxx

# Meeting Agenda

(*Location & Call-in Information*)

## *(Date)*

## (*Time*)

TRP Chair: (*Name*)

PI: (*Name*)

1. Introductions & Announcements (TRP Chair)
2. Review of Previous Action Items (ICT)

(*Action Items from previous minutes listed here*)

1. Presentation & Progress Report (PI)
2. Discussion (All)
3. Review/Update IPW (All)
4. Administration Topics (ICT)
5. Review Project Personnel in QPR
6. Review Action Items
7. Adjournment (TRP Chair)