

# Initial Peer Review Committee Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

## Agenda Items:

1. **Welcome and Introductions** - [Insert Time]
2. **Overview of the Peer Review Process** - [Insert Time]
3. **Committee Roles and Responsibilities** - [Insert Time]
4. **Discussion of Review Criteria** - [Insert Time]
5. **Timeline for Review Process** - [Insert Time]
6. **Q&A Session** - [Insert Time]
7. **Next Steps and Closing Remarks** - [Insert Time]

We look forward to your valuable participation and collaboration.

Best Regards,  
[Your Name]  
[Your Position]  
[Your Organization]