

Engineering Project Oversight Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Attendees: [List of Attendees]

Agenda Items:

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Project Status Updates
 - Overview of Current Progress
 - Challenges and Issues
 - Upcoming Milestones
4. Budget Review
5. Risk Management Discussion
6. Open Forum for Questions and Concerns
7. Next Steps and Action Items
8. Schedule Next Meeting

Prepared by: [Your Name]

Position: [Your Position]