

Daily Meeting Format.

Utility Lists to review

- Late Documents
- Current Focus

Activities per Document

- Verify
 - Cameron Doc No
 - Total Doc No
 - Title
- Establish
 - Who's Scope
 - Point
 - Cameron
 - Who Assigned
- Discuss
 - Current Hold
 - Next Action
- Summarise as a comment for later incorporation by Point Project Health Control
 - May involve creation or maintenance of ATS Items