

[company] & [university]

KTP No 0000 – Local Management Committee Meeting (LMC_____)

The above meeting will take place at TIME on DATE at LOCATION.

Attendees: Name (**Chair**)
Dr Gerry Black, KTP
Name
Name
Name
Name
Mrs Elaine Wallace, West of Scotland KTP Centre

Agenda

1. Apologies for absence.....
2. Minutes of the previous meeting (DATE)
Matters arising
2.1. 000.....
2.2. 000.....
2.3. 000.....
3. Chairman's Report¹
4. Associate's Presentation²
5. Agree Associate's objectives
6. Knowledge Base Supervisor's Report³
7. Financial Statement and commitment of funds⁴
8. Facilitator's Report⁵
9. Final Report⁶
10. KTP Adviser's Report GB
11. Links to West of Scotland KTP Centre EW
12. AOB
13. Date of next meeting
14. Reserved Business

¹ Confirm Knowledge Transfer Partnership Objectives and report on any company developments affecting the project.

² Report on project progress and Gantt chart. Propose tasks for next four months for LMC approval. Report on training and personal development completed. Propose training and personal development for LMC approval.

³ Report on Knowledge Base Partner (KBP) developments contributing to the project and progress towards KBP objectives.

⁴ Confirm status of company invoices/Government claims.

⁵ Report on progress towards Partnership Objectives and propose any amendments to the Partnership plan. Report on the nature and extent of project support.

⁶ Compilation of achievements to date. Present draft Report at penultimate and final LMC meetings.