***Data Governance Steering Committee***

**Meeting Agenda & Minutes**

*Date*

|  |  |  |
| --- | --- | --- |
|  | **Meeting Date:** | **Meeting Time:** |
| *Executive Sponsor:**Steering Committee Leader:**Previous Minutes Reviewed and Approved:*  | Click to enter date. | Start time  |
| **Location and/or Conference Line:** |
| Teams Meeting |
| **Attendee(s):** |
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|  | **AGENDA ITEMS**Topic, Discussion Leader | **MINUTES / UPDATE**Discussion Highlights |
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| 1. | Policy / Procedure Review |

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| **Minutes** | **Action Item** | **Owner** |
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| 2. | KPI: Updates/ Audit results |

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| **Minutes** | **Action Item** | **Owner** |
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| 3. | Action Item Follow Up / Project Updates |

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| **Minutes** | **Action Item** | **Owner** |
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| 4. | Change Requests |

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| **Minutes** | **Action Item** | **Owner** |
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| 5 | New Business |

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| **Minutes** | **Action Item** | **Owner** |
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| 6. | Next Steps | * Next Meeting:
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