***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):** | | |
| |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | |

|  | **AGENDA ITEMS** Topic, Discussion Leader | **MINUTES / UPDATE** Discussion Highlights |
| --- | --- | --- |
| 1. | Policy / Procedure Review | |  |  |  | | --- | --- | --- | | **Minutes** | **Action Item** | **Owner** | |  |  |  | |  |  |  | |
| 2. | KPI: Updates/ Audit results | |  |  |  | | --- | --- | --- | | **Minutes** | **Action Item** | **Owner** | |  |  |  | |  |  |  | |  |  |  | |
| 3. | Action Item Follow Up / Project Updates | |  |  |  | | --- | --- | --- | | **Minutes** | **Action Item** | **Owner** | |  |  |  | |  |  |  | |  |  |  | |
| 4. | Change Requests | |  |  |  | | --- | --- | --- | | **Minutes** | **Action Item** | **Owner** | |  |  |  | |  |  |  | |
| 5 | New Business | |  |  |  | | --- | --- | --- | | **Minutes** | **Action Item** | **Owner** | |  |  |  | |  |  |  | |
| 6. | Next Steps | * Next Meeting: |