**QAPP Worksheet #9: Project Planning Session Summary**

**(UFP-QAPP Manual Section 2.5.1 and Figures 9-12)**

**(EPA 2106-G-05 Section 2.2.5)**

A copy of this worksheet should be completed for each project planning session, whether sessions are internal (project teams only) or external (includes regulators and/or stakeholders). It is used to provide a concise record of participants, key decisions or agreements reached, and action items. Depending on the stage of planning, project-planning sessions should involve key technical personnel as needed. Scoping sessions can be by phone, web-conferencing, and/or face-to-face meeting depending upon logistical considerations. Previous meeting minutes can be included as attachments if necessary and referenced. Users may find it helpful to have copies of worksheets on hand for all planning sessions, in whatever state of completion they may be. However, worksheets 10, 11, 15, and 17 should be prioritized in the early stages of project planning. The following template may be modified to suit both the project and the specific planning session.

Date of planning session:

Location:

Purpose:

Participants:

| **Name** | **Organization** | **Title/Role** | **Email/Phone** |
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Notes/Comments:

Consensus decisions made:

Action Items:

| **Action** | **Responsible Party** | **Due Date** |
| --- | --- | --- |
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