**Procurement & Supply Chain Meeting Minutes**

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| **Date:** |  | **Time:** |  |
| **Location:** |  | **Meeting Called by:** |  |
| **Meeting Facilitator/Chairperson:** | |  | |
| **Note Taker/Recorder:** | |  | |

**1. Attendance**

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| **Present** | **Absent** | **Guests** |
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**2. Agenda Items**

1. Review of previous meeting minutes and action items
2. Procurement updates (contracts, vendor performance, cost savings)
3. Supply chain updates (logistics, inventory, distribution challenges)
4. Ongoing projects and purchase requests
5. Risk assessment (supply shortages, disruptions, compliance issues)
6. Budget and expenditure review
7. New business and upcoming procurement needs
8. Next steps and assignments

**3. Discussion Notes**

* **Procurement Updates:**  
  (e.g., Vendor X contract renewal finalized, savings of 8% achieved.)
* **Supply Chain Updates:**  
  (e.g., Shipping delays from Supplier Y due to port congestion; alternative routes being explored.)
* **Projects & Requests:**  
  (e.g., Approval of bulk purchase request for raw materials, delivery expected by Q4.)
* **Risk Assessment:**  
  (e.g., Identified risk of shortage in Component Z; contingency suppliers identified.)
* **Budget Review:**  
  (e.g., Procurement spend on track with 2025 forecast, opportunities to optimize freight costs.)

**4. Decisions Made**

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**5. Action Items**

| **Task** | **Responsible Person** | **Deadline** | **Status** |
| --- | --- | --- | --- |
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**6. Next Meeting**

**Date/Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Location/Platform:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

✅ **Approved by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Meeting Chair/Manager)