



SYNTHETIC TEST EXEMPLAR

NOT A CLIENT RECORD

STRUCTURED MEETING RECORD / ALL DETAILS FICTIONAL

TITLE

Project governance meeting

LOCATION

Video meeting (fictional)

DATE

5 August 2026

PARTICIPANTS

AM / Aisha Morgan · Chair

BC / Ben Carter · Project lead

SE / Sofia Evans · Finance lead

DW / Daniel Wu · Operations lead

REFERENCE	INITIALS	MESSAGE CONTENT
001	AM	The meeting opened at 14:00. Apologies were received from Louise King. The minutes of 15 July were approved without amendment.
002	AM	Item one is the implementation timetable. Ben, please give the current position.
003	BC	Configuration is complete in the test environment. User testing starts on Monday and is scheduled for two weeks.
004	AM	Is the 1 September launch date still achievable?
005	BC	Yes, provided the data-validation issue is closed by 18 August. That is the main dependency.
006	DW	Operations can provide two additional testers next week. I will confirm their names by Friday.
007	AM	Action DW1: Daniel to confirm two operations testers by 7 August.
008	SE	The approved budget includes testing support, but not additional supplier days. Are any extra days expected?
009	BC	Not at present. The supplier has used 18 of the 22 days in the statement of work.
010	SE	Please include the remaining-day count in the weekly report so finance can track the exposure.
011	AM	Action BC1: Ben to add supplier days used and remaining to the weekly report from 10 August.
012	AM	Item two is communications. The draft staff notice was circulated yesterday. Has everyone reviewed it?



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013	DW	I have reviewed it. The support contact should be the service desk rather than the project mailbox after launch.
014	BC	Agreed. I will amend that line and add the opening hours.
015	SE	The notice should also avoid saying the new process is mandatory until the policy approval is recorded.
016	AM	Decision: the notice will say the process is planned to take effect on 1 September, subject to final policy approval.
017	AM	Action BC2: Ben to circulate the amended notice by 12:00 on 6 August.
018	AM	Item three is risk. The current top risk is incomplete data validation. What mitigation is in place?
019	BC	A daily exception report is now running. Thirty-two records failed yesterday; eleven remain unresolved this morning.
020	DW	My team can review the remaining eleven today if the report includes the source-system owner.
021	BC	It does. I will send the report immediately after the meeting.
022	AM	Action BC3: Ben to send the exception report to Daniel today. Action DW2: operations to return the reviewed records by 16:00 on 6 August.
023	SE	If the unresolved count is above five on 14 August, should the launch decision return to this group?
024	AM	Yes. Decision: more than five unresolved validation exceptions on 14 August triggers an extraordinary governance meeting.
025	AM	Any other business?
026	DW	No additional items.
027	SE	None from finance.
028	AM	The next scheduled meeting is 19 August at 14:00. The meeting closed at 14:47.