

PROJECT MEETING MINUTES

Your Logo

DATE:

TIME:

LOCATION:

1. MEETING OBJECTIVE

2. ATTENDEES PRESENT

NAME	DEPARTMENT / DIVISION	EMAIL	PHONE

3. AGENDA & NOTES, DECISIONS, ISSUES

TOPIC	OWNER	TIME

4. ACTION ITEMS

ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY

5. NEXT MEETING (if applicable)

DATE	TIME	LOCATION
OBJECTIVE		

SUBMITTED BY:

APPROVED BY: