

Project Meeting Minutes

Project Name: _____

Meeting Title: _____

Date: _____

Time: _____

Location / Platform: _____

Project Manager: _____

Minute Taker: _____

1. ATTENDEES

- | | |
|---------|---------|
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |

2. PROJECT STATUS SUMMARY

3. MILESTONES REVIEWED

4. RISKS / BLOCKERS

5. KEY DECISIONS

6. ACTION ITEMS

Task / Deliverable	Owner	Due Date	Priority	Status

7. NEXT STEPS / FOLLOW UP

8. NOTES

9. NEXT MEETING

Date: _____

Location / Platform: _____

Time: _____

Purpose / Agenda: _____