Project Meeting Minutes

Project Name:		**Meeting Title:**	
Date:		**Time:**	
Location / Platform:		**Project Manager:**	
Minute Taker:			

1. ATTENDEES

2. PROJECT STATUS SUMMARY

3. MILESTONES REVIEWED

Milestone	Status	Target Date	Notes

4. RISKS / BLOCKERS

5. KEY DECISIONS

6. ACTION ITEMS

Task / Deliverable	Owner	Due Date	Priority	Status
			☐ High ☐ Medium ☐ Low	☐ Not Started ☐ In Progress ☐ Complete
			☐ High ☐ Medium ☐ Low	☐ Not Started ☐ In Progress ☐ Complete
			☐ High ☐ Medium ☐ Low	☐ Not Started ☐ In Progress ☐ Complete
			☐ High ☐ Medium ☐ Low	☐ Not Started ☐ In Progress ☐ Complete
			☐ High ☐ Medium ☐ Low	☐ Not Started ☐ In Progress ☐ Complete
			☐ High ☐ Medium ☐ Low	☐ Not Started ☐ In Progress ☐ Complete

7. NEXT STEPS / FOLLOW UP

8. NOTES

9. NEXT MEETING

Date:	
Time:	
Location / Platform:	
Purpose / Agenda:	