

PROJECT: _____ MEETINGTYPE: _____ DATE/: _____

TIME: _____ LOCATION/: _____ PLATFORM: _____

FACILITATOR: _____ MINUTES: _____ PREPARED BY: _____

ATTENDEES: _____

Name	Company	Role

AGENDA ITEMS & DISCUSSION:

#	Topic	Discussion Summary	Decision / Action	Owner	Due Date
1					
2					
3					

OPEN ITEMS FROM PREVIOUS MEETING:

Item	Status	Owner	Updated Due Date

NEXT MEETING: Date: _____ Time: _____ Location: _____

DISTRIBUTION LIST: _____