

Title: **Meeting Minutes and Action Items**

Date:

Project Name:

Organized by:

Location:

Scheduled Date and Time:

Attendees:

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Minutes: Include items from the original meeting agenda as well as additional topics and issues discussed during the meeting.

- 1)
 - a)
 - b)
- 2)
- 3)

Action Items: List any tasks or action items defined during the meeting including: the assigned owner, a description of the item and the delivery date for the completion of the assigned item.

Action Item	Assigned Owner	Description	Delivery Date
1)			
2)			
3)			

Title: **Meeting Minutes and Action Items**

Date:

Minutes Distribution: List the individuals to whom meeting minutes will be distributed. This includes all meeting attendees and others for whom meeting minutes are required or have been requested.

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Minutes Attachments: List all attachments to the minutes for this meeting. This includes all attachments from the original agenda, attachments produced in the meeting and attachments resulting from completion of action items.

Attachment Name	Owner	Description
1)		
2)		
3)		

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