|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** | **Meeting Location:** | **Prepared by:**  | **Meeting Date:** |
|  |  |  |  |

|  |  |
| --- | --- |
| **Purpose of Meeting** | * [State why the meeting is being conducted]
 |
| **Attendees** | * [List meeting attendees and potentially critical parties who could not attend]
 |
| **Agenda Items** | 1. [List agenda items and associated notes]
 |
| **Open / New action items** | 1. [List items with deadlines and responsibility]
 |
| **upcoming milestones**  | 1. [List items with deadlines and responsibility]
 |