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