|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project name: | | *Project name here* | | | | | | |
| Meeting Information | | | | | | | | |
| Date: | *MM/DD/YY* | | | Time: |  | | Duration: |  |
| Meeting Attendees: | *Attendee names here* | | | | | | | |
| Location: | *Conference call* | | | | | | | |
| Meeting Agenda | | | | | | | | |
| **Topic** | | | **Notes / Updates** | | | | | |
| ***Agenda topic #1*** | | | * *Notes based on discussion of Agenda topic #1* | | | | | |
| ***Agenda topic #2*** | | | * *Notes based on discussion of Agenda topic #2* | | | | | |

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| --- | --- | --- | --- | --- |
| **New Action Items** | | | | |
| **#** | **Action Item** | **Action Owner** | **Due date** | **Comments** |
| 01 |  |  |  |  |
| 02 |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **New Decisions** | | | |
| **#** | **Decision** | **Owner** | **Impact** |
| 01 |  |  |  |