|  |  |
| --- | --- |
| 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 |  |  |  |