|  |  |  |  |
| --- | --- | --- | --- |
| *Project Name:* | | | *Date:*  *Time:* |
| *Project Number:* | | | *Location:*  *Weather (if applicable):* |
|  | | |  |
|  | | |  |
| Meeting Called By: |  | Type of Meeting: |  |
| Attendees: |  | Those Invited but Unable to Attend: | |
|  | |  | |
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|  | |  | |
| Meeting Purpose *[List Meeting Objectives]* | | | |
|  | | | |
| Notes | | | |
|  | | | |
| Decision Items | | | |
|  | | | |
| Action Items *[Suggest table format, including due dates and tracking]* | | | |
|  | | | |
| Approved By [Project Manager or Meeting Organizer]: | | | |

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***Name: Date***

***Title:***

**See attachments:**

□ **Agenda**

□ **Sign-in sheets**

□ **Handouts (if applicable)**

**Projectwise File Location:**