|  |  |
| --- | --- |
| *Project Name:*  | *Date:**Time:* |
| *Project Number:* | *Location:**Weather (if applicable):* |
|  |  |
|  |  |
| Meeting Called By: |  | Type of Meeting: |  |
| Attendees: |  | Those Invited but Unable to Attend: |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| 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:**