

<Project Name> Meeting

Meeting Logistics

Facilitator:	
Scribe:	
Date:	
Time:	
Location:	

Invitees/Attendees

Attend Y/N	Attendee Name

Pre Reading

Item No.	Title/Description
1.	
2.	

Agenda Items

Item No.	Description	Time	Presenter
1.			
2.			
3.			
4.			

<Project Name> Meeting

Meeting Minutes

Minutes Item 1

Minutes Item 2

Minutes Item 3

Any Other Business

Action List

Item No.	Open Date	Description	Assigned To	Target Date	Date Closed
		Action Items identified from the last meeting			
		Action Items closed at last meeting (these will drop off at the next meeting)			

Time Meeting Closed

Next Meeting Details

Next Meeting Date:	
Next Meeting Location:	
Facilitator:	
Scribe:	