

<Project Name> Meeting Minutes



Program/Area:	[Insert program/area with which the project is affiliated]		
Meeting Purpose:	[Insert name or purpose of meeting]		
Meeting Date:	<mm/dd/yyyy>		
Meeting Time:	[Insert time]		
Meeting Location:	[Insert location]		
Meeting Facilitator:	[List names]		
Attendees:	[List names]		
Minutes Issued By:	[Insert name of issuer]		

Next Steps: (Task, Assigned to, Checkpoint Date)	Owner	Due Date
[Insert next step]		
[Insert next step]		

Decisions Made: (What, Why, Impacts)
1. [List and describe decision made] <ul style="list-style-type: none">o [Provide additional description of or information about the decision]o
2. [List and describe decision made] <ul style="list-style-type: none">o [Provide additional description of or information about the decision]o

Discussion: (Items/Knowledge Shared)
[Itemize and describe discussion point]
• [Provide additional details about the discussion]
•
[Itemize and describe discussion point]
• [Provide additional details about the discussion]
•
PARKING LOT: (Describe any items that may have been deferred for a later discussion)
1. [Itemize and describe parking lot topic]
2.

Miscellaneous Items:
[Itemize and describe any additional miscellaneous items]
• [Provide additional details about the miscellaneous items]
[Itemize and describe any additional miscellaneous items]
• [Provide additional details about the miscellaneous items]

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