**Project Meeting Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** |  | | |
| **Meeting Date:** |  | **Meeting Time:** |  |
| **Location/Platform:** |  | **Meeting Facilitator:** |  |
| **Note Taker:** |  | | |

**Attendees** [List names and designations]

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

**Absent:** [List names if applicable]

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

**Agenda**

|  |  |
| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** |  |

**Discussion Points**

* **Agenda Item 1:**  
  [Key points discussed, decisions made, relevant notes]
* **Agenda Item 2:**  
  [Key points discussed, decisions made, relevant notes]
* **Agenda Item 3:**  
  [Key points discussed, decisions made, relevant notes]

**Decisions Made**

|  |  |
| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** |  |

**Action Items**

| **Task/Action** | **Responsible Person** | **Deadline** | **Status** |
| --- | --- | --- | --- |
| Example: Submit updated project plan | John Smith | Sept 20, 2025 | In Progress |
|  |  |  |  |
|  |  |  |  |

**Next Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Date:** |  | **Meeting Time:** |  |
| **Location/Platform:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Prepared by:** |  | **Approved by:** |  |