**Vendor/Contractor Meeting Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |  | **Time:** |  |
| **Location:** |  | **Meeting Called by:** |  |
| **Meeting Type:** | Vendor/Contractor Meeting | **Facilitator:** |  |
| **Note Taker:** |  | | |

**Attendees:**

|  |  |
| --- | --- |
| Company Representatives: |  |
| Vendor/Contractor Representatives: |  |

**Agenda**

1. Introduction and Purpose of Meeting
2. Review of Current Projects/Contracts
3. Discussion of Deliverables and Deadlines
4. Performance Evaluation and Feedback
5. Issues, Risks, or Concerns Raised
6. Upcoming Requirements/Opportunities
7. Financials, Invoices, and Payment Status
8. Action Items and Next Steps

**Discussion Notes**

**1. Current Projects/Contracts:**

|  |
| --- |
|  |
|  |

**2. Deliverables and Deadlines:**

|  |
| --- |
|  |
|  |

**3. Performance Review/Feedback:**

|  |
| --- |
|  |
|  |

**4. Issues or Concerns:**

|  |
| --- |
|  |
|  |

**5. Future Opportunities/Requirements:**

|  |
| --- |
|  |
|  |

**6. Financial Matters:**

|  |
| --- |
|  |
|  |

**Decisions Made**

|  |
| --- |
|  |
|  |

**Action Items**

| **Task/Action** | **Responsible Person** | **Deadline** | **Status** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

**Next Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |  | **Time:** |  |
| **Location:** |  | **Meeting Called by:** |  |

**Prepared By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Approved By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_