## CONFERENCE CALL MEETING MINUTES

|  |  |
| --- | --- |
| **DATE:** |  |
| **TIME:** |  |
| **LOCATION:** |  |
|  |  |

 **PROJECT DETAILS**

|  |  |
| --- | --- |
| Date | Location |
|  |  |

 **MEETING TITLE**

|  |  |
| --- | --- |
| Date | Location |
|  |  |

|  |  |  |
| --- | --- | --- |
| **MEETING TITLE** | **START DATE** | END DATE |
|  |  |  |
|  |  |  |

**MEETING SUBJECT**

|  |  |
| --- | --- |
| **MEETING TITLE** | **MEETING TYPE** |
|  |  |
|  |  |

**ATTENDEES**

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

**SCHEDULES**

|  |  |
| --- | --- |
| Date | Location |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **AGENDA** | **PRESENTED BY** | **START TIME** | **DURATION** |
| 1. Agenda Item Description |   |  |  |
| 2. Agenda Item Description |   |  |  |
|  |  |  |  |
|  |  |  |  |

**OTHER INFORMATION**

|  |  |
| --- | --- |
| Project Name | Description |
|  |  |

|  |  |
| --- | --- |
| **OBSERVERS** | **<Remark>** |
| **RESOURCES** | **<Remark>** |
| **SPECIAL NOTES** | **<Remark>** |