|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MEETING NOTES | | | |  |
| Project Name |  | Reference Number: |  | |
| Contract Date: |  | Employer:  Contractor: |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | | |
| Location: |  | | |
| Subject: |  | | |
| Minutes Prepared by: |  | No of attendees |  |

|  |  |  |
| --- | --- | --- |
| **Sr No** | **Description** | **Action / Target** |
|  | Duration / Agenda Review |  |
|  | Requirement:  Issues and concern |  |
|  | Support Material / Documents |  |
|  | Recognition |  |

|  |  |  |
| --- | --- | --- |
| Attendees: | | |
| Name | **Position** | **E-mail** |
|  |  |  |
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