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| --- | --- |
| 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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