|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **FORMAL MEETING NOTES** | | |  |
| **ABC Project** | | | Ref: |  | |
| Contract No:  Contract Date: |  | | Employer:  Contractor: |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date:** | |  | | | |
| **Location:** | |  | | | |
| **Subject:** | |  | | | |
| **Minutes Prepared by:** | |  | | **Pages:** |  |
|  | | | | | |
| **Attendees:** | | | | | |
| **SN** | **Name** | | **Position** | | **E-mail** |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |

**NEXT MEETING AGENDA**

Next Meeting: TBD

**Abbreviations for Status Column:**

|  |  |  |  |
| --- | --- | --- | --- |
| **CLO:** | **Closed** | **OUT:** | **Outstanding** |
| **OLD** | Old Item | **NEW:** | New Item |
| **NOTE:** | Note |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| SN | Item Description | Status | Action By |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |