 **PROJECT MEETING NOTES**

|  |
| --- |
| LOCATION |
| Date: |  |
| Time: |  |
| Location: |  |

|  |
| --- |
| FACILITATION |
| Meeting Created By: |  | **Minute Taker:** |  |
| Type of Meeting: |  | **Timekeeper:** |  |
| Facilitator: |  | **No. Of Attendees:** |  |

|  |
| --- |
| NOTES |
| Time Allocated |  | **Presented By** |  |
| Discussion  | Remarks  |
| Conclusion | Remarks |
| ACTION | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
| Action Description |  |  |

|  |
| --- |
| ATTENDEES |
| Sr No | **Name** | **Position** | **Email** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**NEXT MEETING DETAILS**

**Next Meeting: TBD**