 **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**