MEETING MINUTES

Meeting Minutes guidelines:

- *Publish Minutes within 24 hours of any meeting*
- *Post Minutes in a place available to all stakeholders (e.g. shared drive or website)*
- *Send Minutes via email to all stakeholders. Include Action Items in body of the email.*
- *Review Action Items for completion during the next meeting.*

Project Name:			
Date of Meeting: (MM/DD/YYYY)		**Location:**	
Minutes Prepared By:		**Charge time to:**	

1. Purpose of Meeting

2. Attendance at Meeting *(add rows as necessary)*

Name	Department./Division	E-mail	Phone

3. Meeting Agenda

4. Meeting Notes, Decisions, Issues

*Put your
logo here*

**Put your
Organization
Name here**

Meeting Minutes
Rev. 1.1, 3/5/2005

5. Action Items *(add rows as necessary)*

Action	Assigned to	Due Date

6. Next Meeting

Date: (MM/DD/YYYY)		Time:		Location:	
Agenda:					