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:	UNINW_CVR-I	T.COM	
Date of Meeting: (MM/DD/YYYY)		Location:	
Minutes Prepared By:		Charge time to:	

1. Purpose of Meeting

THE TIONAL VERSION

	THE FULLY	FUNCTION			
2. Attendance at Meeting (add rows as necessary)					
Name	Department./Divisio	on E-mail	Phone		

3. Meeting Agenda

THIS TEMPLATE, COM

4. Meeting Notes, Decisions, Issues



Template source: http://www.cvr-it.com

Action	Assigned to	Due Date
	A WERSIO	
	FULLY FUNCTIONAL VERS	
TO OBTAIN THE	THE PLEASE VISIT	
OF THIS TI	MPLATE TO M	
APAA A	W-CVR-II.JUUM	

6. Next I	Meeting	J			1				
Date: (MM/DD/Y)	YYY)			Time:	n D	1	Location:		
Agenda:		Į							
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