|  |  |  |  |
| --- | --- | --- | --- |
| **MEETING INFORMATION** | | | |
| **PROJECT NAME:** | **LOCATION:** | | **MEETING FACILITATOR:** |
| <Enter Project Name> | <enter Meeting Location/Phone Bridge #> | | <enter Meeting Facilitator Name> |
| **MEETING SUBJECT:** | **DATE:** | **TIME:** | **MEETING SCRIBE:** |
| <enter meeting subject> | <mm/dd/yy> | <x:xx-x:xx am/pm> | <enter Scribe Name> |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ATTENDANCE** | | | | |
| # | NAME | WORK ROLE (Job Title or Project Title) | INVITE TYPE (R or O) | **ATTENDED?**  (X if yes) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AGENDA** | | | | |
| TIME | AGENDA TOPIC | PERSON RESPONSIBLE | **ACTUALLY DISCUSSED?**  (X if yes) | **RESULTED IN COMMUNICATION/ACTIONS?**  (X if yes)  See next sections for details |
| : am/pm |  |  |  |  |
| : am/pm |  |  |  |  |
| : am/pm |  |  |  |  |
| : am/pm |  |  |  |  |
| : am/pm |  |  |  |  |
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| --- | --- | --- | --- |
| **RESULTING MAJOR COMMUNICATION POINTS** | | | |
| # | COMMUNICATION TYPE (Decision, Clarification, Reminder, etc.) | COMMUNICATION STATEMENT | **JUSTIFICATION AND/OR BACKGROUND** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTIONS** | | | | |
| # | ACTION ITEM DESCRIPTION | ACTION ITEM OWNER | DUE DATE | **COMMENTS** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **ACCOMPANYING INFORMATION** | | |
| # | NAME OF FILE | **DESCRIPTION OF FILE** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

|  |  |
| --- | --- |
| **NEXT MEETING** |  |