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| **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> |

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| **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 |  |  |  |  |

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| **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 |  |  |  |  |
| : 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 |  |  |  |

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

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

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