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| --- | --- | --- | --- | --- |
|  | Project Meeting Minutes Template | | |  |
|  | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |

**Attendees:**

* **Present:** [List of Team Members Present]
* **Absent:** [List of Team Members Absent]
* **Guests:** [List of Invited Guests, if any]

|  |  |  |  |
| --- | --- | --- | --- |
|  | **AGENDA ITEM** | **DETAILS** |  |
|  | **Meeting Objective** | [Purpose of the meeting] |  |
|  | **Review of Action Items** | Action Item 1: [Summary]  Action Item 2: [Summary]  Action Item 3: [Summary]  (List all action items from previous meetings) |  |
|  | **Project Progress** | Overall Status: [Summary]  Key Milestones: [Update on key milestones]  Issues and Roadblocks: [Summary of issues discussed] |  |
|  | **Discussion Topics** | Topic 1: [Summary]  Topic 2: [Summary]  Topic 3: [Summary]  (List all discussion topics covered in the meeting) |  |
|  | **Decisions Made** | Decision 1: [Summary]  Decision 2: [Summary]  Decision 3: [Summary]  (List all decisions made during the meeting) |  |
|  | **Next Steps** | Action Items: [List of new action items]  Responsibility: [Team member responsible]  Deadline: [Deadline for each action item] |  |
|  | **Any Other Business** | [Any additional items discussed not covered in the agenda] |  |
|  | **Next Meeting** | Date: [Date of Next Meeting]  Time: [Time of Next Meeting]  Location: [Location of Next Meeting] |  |
|  | **Adjournment** | Meeting adjourned at [Time] |  |

**Meeting Minutes Prepared by:** [Name and Position of the Person Preparing the Minutes]