Meeting Agenda – <Project Name>

**Location:**

**Date:**

**Time:**

## Attendance

## Attendees:

Absentees:

## Agenda Items

1.

## Action Items

|  |  |  |
| --- | --- | --- |
| **New Action Item(s)** | **Person Responsible** | **Date to be Completed** |
|  |  |  |
|  |  |  |
|  |  |  |

## Decisions

|  |
| --- |
| **Key Discussion Points / Decisions** |
|  |
|  |
|  |
|  |

## Other Notes