<Project Name> Meeting Minutes



Program/Area:	[Insert program/area with which the project is affiliated]	
Meeting Purpose:	[Insert name or purpose of meeting]	
Meeting Date:	<mm dd="" yyyy=""></mm>	
Meeting Time:	[Insert time]	
Meeting Location:	[Insert location]	
Meeting Facilitator:	[List names]	
Attendees:	[List names]	
Minutes Issued By:	[Insert name of issuer]	

Next Steps: (Task, Assigned to, Checkpoint Date)	Owner	Due Date
[Insert next step]		
[Insert next step]	1.1	

Decisions Made: (What, Why, Impacts)

- [List and describe decision made]
 - [Provide additional description of or information about the decision]
- 2. [List and describe decision made]
 - [Provide additional description of or information about the decision]

es.

Discussion: (Items/Knowledge Shared)

[Itemize and describe discussion point]

- [Provide additional details about the discussion]
- .

[Itemize and describe discussion point]

Provide additional details about the discussion!

PARKING LOT: [Describe any items that may have been deferred for a later discussion]

- 1. [Itemize and describe parking lot topic]
- 2

Miscellaneous Items:

[Itemize and describe any additional miscellaneous items]

[Provide additional details about the miscellaneous items]

[Itemize and describe any additional miscellaneous items]

[Provide additional details about the miscellaneous items]

Sample Of Company Minutes Of Meeting

Fred S. Steingold, Editors of Nolo

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