**Meeting Minutes Template**

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**Meeting Minutes**

**<Project Name>**

**Company Name**

**Street Address**

**City, State Zip Code**

**Date**

**Date: July 15, 20xx**

**Time: 12:00 PM to 1:00 PM**

**Location: <Location>**

**Chair: <Name>**

**Meeting Objectives**

State in one or two sentences the overall purpose and objective of the meeting (you can copy this from your meeting agenda).

**Action Item Review**

In the meeting the first item on the agenda was to review the action items from previous meetings. Copy the action items section from the meeting agenda and add a short one sentence status to each item. The status should be on the same line as the action item, but separated with a dash and italicized.

**<Assignees Name>**

1. First Action Item from last meeting - *Status of this item.*
2. Second Action Item from last meeting - *Status of this item.*

**<Assignees Name>**

1. First Action Item from last meeting - *Status of this item.*
2. Second Action Item from last meeting - *Status of this item.*
3. Third Action Item from last meeting - *Status of this item.*

**<Assignees Name>**

1. First Action Item from last meeting - *Status of this item.*
2. Second Action Item from last meeting - *Status of this item.*

 **Schedule Review**

Summarize the status of the project schedule in one to two sentences. Include any risks identified which affect the schedule; also, list them in the next section and added to the risk management plan. Provide a high level list of work completed and work which is planned for the next two weeks.

***Work Completed***

* Item 1
* Item 2

***Planned Work for the Next Two Weeks***

* Item 1
* Item 2

**Risk Management**

Copy the risks from the project meeting agenda and provide a status of the risk to the right of each risk. Include detailed responses to any risks which were realized.

* Risk 1 - *Status of this risk.*
* Risk 2 - *Status of this risk.*
* Risk 3 - *Status of this risk.*

**New Action Items**

List all new action items assigned during the meeting. Be sure that all action items are clearly defined, assigned to someone, include due dates.

* Action Item 1 - <description of action item>, <assignee name> and <due date>.
* Action Item 2 - <description of action item>, <assignee name> and <due date>.

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