projekt.pm

Meeting Minutes

No. 00

MEETING

Project	
Date, time	DD.MM.YYYY, hh:mm – hh:mm
Place	
Minutes	Name
Distribution	Name, Name, Name
Present	Name, Name
Apologies	Name

AGENDA

1.	*Example: welcome, purpose of the meeting*
2.	
3.	
4.	

MINUTES

1.	
2.	
3.	
4.	

NEXT STEPS

What	Who	Until
Example: obtain a quote	*Name*	*DD.MM.YYYY*

Please send additions and corrections to the minute-taker by DD.MM.YYYY. After that, the minutes are deemed approved.

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