| ***PROJECT INFORMATION*** | |
| --- | --- |
| **PROJECT NAME:** |  |
| **PROJECT DESCRIPTION:** |  |
| **EXECUTIVE SPONSOR:** |  |

| ***MEETING INFORMATION*** | |
| --- | --- |
| **DATE:** |  |
| **TIME:** |  |
| **LOCATION:** |  |
| **DIAL IN NUMBER & PASSCODE:** |  |
| **ATTENDEES:** |  |
| **ABSENT:** |  |
| **COPY:** |  |
| **FACILITATOR / COORDINATOR:** |  |
| **NEXT SCHEDULED MEETING:** |  |

| ***MEETING OBJECTIVES / AGENDA*** | |
| --- | --- |
|  |  |
|  |  |
|  |  |

| ***DECISIONS REACHED*** | |
| --- | --- |
|  |  |
|  |  |
|  |  |

| ***MEETING HIGHLIGHTS & SUMMARY*** | |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

| ***ACTION ITEMS*** | | | | |
| --- | --- | --- | --- | --- |
| **ACTION ITEM** | | **COMMENTS** | **OWNER** | **DUE DATE** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

| ***ISSUES IDENTIFIED*** | | |
| --- | --- | --- |
| **DESCRIPTION** | | **RESOLUTION** |
|  |  |  |
|  |  |  |

| ***DOCUMENTS DISTRIBUTED / ATTACHED*** | | | |
| --- | --- | --- | --- |
| **DOCUMENT NAME** | | **DESCRIPTION** | **RECEIVED FROM** |
|  |  |  |  |
|  |  |  |  |