

MEETING MINUTES

Official record of decisions, actions, and discussion points

Template T-19 · Chapter 11: Communication Management · radimkaufmann.com

1. MEETING INFORMATION

| | | | |
|---------------------|--|--------------|---|
| Meeting Title | | Meeting Type | <i>e.g. Status · Decision · Review · Kick-off</i> |
| Project | | Date | <i>DD/MM/YYYY</i> |
| Facilitator / Chair | | Time | <i>HH:MM – HH:MM</i> |
| Location / Link | | Next Meeting | <i>DD/MM/YYYY HH:MM</i> |

2. ATTENDANCE

| # | Name | Organization / Role | Department | Email | Present? |
|----|------|---------------------|------------|-------|----------|
| 1 | | | | | ✓ / X |
| 2 | | | | | ✓ / X |
| 3 | | | | | ✓ / X |
| 4 | | | | | ✓ / X |
| 5 | | | | | ✓ / X |
| 6 | | | | | ✓ / X |
| 7 | | | | | ✓ / X |
| 8 | | | | | ✓ / X |
| 9 | | | | | ✓ / X |
| 10 | | | | | ✓ / X |

3. AGENDA

| # | Agenda Item | Duration | Presenter |
|---|---|----------|-----------|
| 1 | Opening & Welcome | 5 min | Chair |
| 2 | Review of Previous Action Items | 10 min | PM |
| 3 | Project Status Update — Schedule, Budget, Scope | 15 min | PM |
| 4 | Risk & Issue Review | 10 min | PM |
| 5 | Key Discussion Topics (add below) | 20 min | All |
| 6 | Decisions Required | 10 min | Chair |
| 7 | Action Items Review & Wrap-up | 5 min | PM |
| 8 | | | |

4. DISCUSSION NOTES & DECISIONS

| # | Discussion Notes / Decision Made | Type |
|---|----------------------------------|---|
| 1 | | Discussion Decision Issue Info |
| 2 | | Discussion Decision Issue Info |
| 3 | | Discussion Decision Issue Info |
| 4 | | Discussion Decision Issue Info |
| 5 | | Discussion Decision Issue Info |
| 6 | | Discussion Decision Issue Info |
| 7 | | Discussion Decision Issue Info |
| 8 | | Discussion Decision Issue Info |

5. ACTION ITEMS

| # | Action Item Description | Owner | Due Date | Status | R |
|---|-------------------------|-------|----------|--------|---|
|---|-------------------------|-------|----------|--------|---|

| | | | | | |
|-----|--|--|--|------|--------|
| | | | | | e f |
| A01 | | | | Open | |
| A02 | | | | Open | |
| A03 | | | | Open | |
| A04 | | | | Open | |
| A05 | | | | Open | |
| A06 | | | | Open | |
| A07 | | | | Open | |
| A08 | | | | Open | |

6. REVIEW OF PREVIOUS ACTION ITEMS

| Ref | Previous Action | Owner | Original Due | Status / Comments |
|-----|-----------------|-------|--------------|-------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

7. APPROVAL & DISTRIBUTION

| | | | |
|----------------|--|-------------|--|
| | | | |
| Minutes Author | | Date Issued | |

| | | | |
|--------------------------|----------------------------|-------------------------|------------------------------------|
| Reviewed By | | Date Approved | |
| Distribution List | <i>All attendees + ...</i> | Archive Location | <i>SharePoint / Project folder</i> |

From the book: Project Management: From Initiation to Closure

Meeting minutes without action items are theatre. Every meeting must produce a clear list of who does what by when. Decisions without written records do not exist.

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