| **Minutes of Meeting** | | |
| --- | --- | --- |
| **Customer:** | | |
| **Project:** | | |
| **Location:** | **Date:** | **Time:** |
| **Purpose:** | | |
| **Attendees:** | | |
|  | | |
|  | | |
|  | | |
|  | | |
| **CC:** | | |
|  | | |
|  | | |
|  | | |

# Review of Previous Action Items

|  |  |  |
| --- | --- | --- |
| Action Item(s) | Who | When |
|  |  |  |
|  |  |  |

# Discussion

## Topic 1

|  |  |  |
| --- | --- | --- |
| Action Item(s) | Who | When |
|  |  |  |
|  |  |  |

## Topic 2

|  |  |  |
| --- | --- | --- |
| Action Item(s) | Who | When |
|  |  |  |
|  |  |  |

# Summary of Action Items

|  |  |  |
| --- | --- | --- |
| Action Item(s) | Who | When |
|  |  |  |
|  |  |  |

# Next meeting

The next meeting will be (date) at (time) at (location), room (room number or “to be determined”).