

Project Name: <Enter project name>

Daily development team meeting

Meeting date: 9/10/2012

(Previous meeting date: 7/13/2012; Next meeting date: 7/17/2012)

Meeting Time: 8:00 – 9:00 AM CST

Location: <Physical location name or Online>

Attendees

Name	Organization	Project Role/Title	Invited	Present
Person 1	Netspective	Project manager	Organizer	Yes
Person 2	Development team	Project manager	Yes	Yes
Person 3	Netspective	Architect	Yes	Yes
Person 4	Development team	Development lead	Yes	Yes
Person 5	Development team	Developer 1	Optional	No

Discussions

- Item 1
 - Important points discussed
- Item 2
 - Important points discussed

Decisions

1. Decision 1
2. Decision 2

Action Items

Completed: (Action items completed since last meeting)

1. [Name] action item
2. [Name] action item

New: (Action items identified in this meeting)

1. [Name] action item 1
2. [Name] action item 2

Carried over: (Previously identified action items not yet completed)

1. [Name] action item
2. [Name] action item

Minutes prepared by: [Name / Date]