

Meeting Minutes

Project Name	Meeting Date
Cloverleaf Bridge	10/18/23
Meeting Place	Duration
Conference Room A	Two hours
Meeting Purpose	
Review Feasibility Study	

In Attendance

Attendee's Name	Dept./Company	Contact Info.
Sam Henderson	Architect	sm@sm.com , 555-555-5555
Vince Lloyd	General Contractor	vl@con.com , 555-555-5555
Mason Reed	Client	mr@ent.com , 555-555-5555
Edward Jay	Finance	ej@ent.com , 555-555-5555

Agenda

Agenda Item	Owner
Is project financially viable?	Edward Jay
Can project meet deadline?	Vince Lloyd

Takeaways

Action Item	Owner
Create a detailed financial plan	Edward Jay
Change blueprints to reflect comments	Sam Henderson

Next Meeting

Project Name	Meeting Date
Cloverleaf Bridge	11/1/23
Meeting Place	Meeting Purpose
Conference Room A	Review financials and revised blueprint