|  |  |
| --- | --- |
| **Meeting** | |
| **Date** | **Location** |
|  |  |

**Participants**

**Goals**

**Topics discussed**

**Actions**

|  |  |  |
| --- | --- | --- |
| **Action** | **Responsible** | **Target Date** |
|  |  |  |
|  |  |  |
|  |  |  |

**Next meeting:**

**Additional information**

|  |  |  |
| --- | --- | --- |
| Approvals | | |
| Participant | Signature | Date |
| Project Sponsor |  |  |
| Project Manager |  |  |