



Project No. XXX—[Project Name]
Corporate Sponsor: [Corporate Sponsor Name]

[Technical Manager/Client] Meeting Minutes

Prepared By [Team Name]

Alfa Bravo, Charlie Delta, Echo Foxtrot,
Golf Hotel, India Juliett, & Kilo Lima

26 August 2019

[Team Name] [Technical Manager/Client] Meeting Minutes

Date: 26 August 2019 **Time:** 12:00 p.m. **Location:** SPN X.XXX **Duration:** XX minutes

Attendance

- Technical Manager: Mike November
- Client: Oscar Papa
- Engineering Team:
 - Alfa Bravo
 - Charlie Delta
 - Echo Foxtrot
 - Golf Hotel
 - India Juliett
 - Kilo Lima

Purpose

- The quick brown fox jumped over the lazy dog.
- The quick brown fox jumped over the lazy dog.
- The quick brown fox jumped over the lazy dog.

Synopsis

- The quick brown fox jumped over the lazy dog.
- The quick brown fox jumped over the lazy dog.
- The quick brown fox jumped over the lazy dog.
- The quick brown fox jumped over the lazy dog.
- The quick brown fox jumped over the lazy dog.

Minutes

1. The quick brown fox jumps over the lazy dog.
2. The quick brown fox jumps over the lazy dog.

- (a) The quick brown fox jumps over the lazy dog.
- (b) The quick brown fox jumps over the lazy dog.
- 3. The quick brown fox jumps over the lazy dog.
 - (a) The quick brown fox jumps over the lazy dog.
 - (b) The quick brown fox jumps over the lazy dog.
 - (c) The quick brown fox jumps over the lazy dog.
- 4. The quick brown fox jumps over the lazy dog.
- 5. The quick brown fox jumps over the lazy dog.
- 6. The quick brown fox jumps over the lazy dog.
 - (a) The quick brown fox jumps over the lazy dog.
 - (b) The quick brown fox jumps over the lazy dog.

Action Items

Item	DRI ¹	Deadline
(1) The quick brown fox jumps over the lazy dog.	Alfa, Charlie, Echo	2019-09-02
(2) The quick brown fox jumps over the lazy dog.	Charlie, Golf	2019-09-02
(3) The quick brown fox jumps over the lazy dog.	Echo	2019-09-02
(4) The quick brown fox jumps over the lazy dog.	Golf	2019-09-02
(5) The quick brown fox jumps over the lazy dog.	India	2019-09-02
(6) The quick brown fox jumps over the lazy dog.	Kilo	2019-09-02

¹Directly Responsible Individual