**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](mailto:sm@sm.com), 555-555-5555 |
| Vince Lloyd | General Contractor | [vl@con.com](mailto:vl@con.com), 555-555-5555 |
| Mason Reed | Client | [mr@ent.com](mailto:mr@ent.com), 555-555-5555 |
| Edward Jay | Finance | [ej@ent.com](mailto: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 |

**Related Free Templates**

* [Task tracker template for Excel](https://www.projectmanager.com/templates/project-task-tracking-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=word-meetingminutes&utm_content=&utm_detail=&utm_term=none)
* [RACI matrix template for Excel](https://www.projectmanager.com/templates/raci-matrix-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=word-meetingminutes&utm_content=&utm_detail=&utm_term=none)
* [Action plan template for Excel](https://www.projectmanager.com/templates/action-plan-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=word-meetingminutes&utm_content=&utm_detail=&utm_term=none)

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