| **Title** | **Description / Notes** | **Created by/ Responsible for updates** | **Level of Control** | **Location  *[Project name]/Folder below OR Server OR URLs*** | **Primary Process Area** | **Frequency of update/creation** | **Current Version Number** | **Current Version Date** | **ITAR Sensitive?** | | **PPQA Evaluation Required?** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting Minutes** | Includes all team meetings. Includes all status meetings with participants outside the project team. | Project Persionnel | Stored | 05 Meeting Minutes | PMC | As needed |  |  | N |  | |
|  |  |  |  |  |  |  |  |  |  |  | |