

PROJECT MANAGEMENT MEETING MINUTES TEMPLATE SAMPLE

1. MEETING DETAILS

DATE	LOCATION	START TIME	END TIME
09/03/25	Online	4:00 PM	5:00 PM

ATTENDEES

NAME	ROLE
Florian Foerster, Koby Stewart	Project Manager
Florian Foerster, Koby Stewart	Developer

2. AGENDA

A brief outline of the topics or agenda items for the meeting.

[illegible]

3. DISCUSSION POINTS

Include a detailed discussion of each agenda item. Include key points, decisions, and information shared during the discussion. Include any presentations or visuals shared during the meeting.

AGENDA ITEM FOR DISCUSSION	DISCUSSION NOTES
Identifying Stakeholders	Discussion: Participants mapped relevant internal and external stakeholders. Roles, responsibilities, and influence levels considered.
Drawing the Project Boundaries	Discussion: Scope clarified, including deliverables and exclusions. Risks of scope creep addressed. Key Points: Core deliverables confirmed to-do-list with status function. Decisions: Scope statement approved.
Finalizing the Project Charter	Discussion: Draft charter reviewed (objectives, scope, constraints, assumptions). Key Points: Objectives and success criteria agreed; constraints and assumptions documented. Presentations / Visuals: Draft charter document shared.

5. ACTION ITEMS

List action items and identified during the meeting. Include responsible parties assigned to each item, due dates for each item, and note action items carried forward from previous meetings.

ACTION ITEM	OWNER	DUE DATE
Finalize the meeting minute document	Florian	09/04/25
Introduce Mossy as new team member to communication channels (discord)	Koby	09/03/25

6. DECISIONS MADE

Include a clear and concise description of decisions reached during the meeting. Include justifications or context for the decisions, if necessary.

DECISIONS
Approve the marketing budget increase based on projected ROI - Justification: Increased marketing efforts are essential for a successful product launch.

7. RISKS AND ISSUES

Discuss any new risks or issues identified during the meeting. Include mitigation plans to address these.

RISK OR ISSUE	MITIGATION PLAN
If we are unable to host the application on a cPanel server, it can only be developed and run on local servers.	Provide the application exclusively for local execution or make it temporarily available through a local server until a suitable hosting option is identified.

8. NEXT STEPS

Summarize key next steps agreed upon in the meeting. Include any follow-up actions or tasks to be taken before the next meeting

NEXT STEPS
Confirm development completion by September 30, for QA testing.
Begin marketing campaign by October 5, targeting potential users.

9. OTHER BUSINESS

Include any additional items discussed that were not on the original agenda. Add brief descriptions and outcomes of those discussions.

ADDITIONAL ITEMS	DESCRIPTION	OUTCOMES
Team building	Discussed the upcoming team-building retreat	Team expressed excitement and shared ideas for team-building activities.

10. UPCOMING MILESTONES

Include reminders of important project milestones, deadlines, or events.

MILESTONES
Completion of Initiation and Planning Phase - 09/07/25
Completion of First Development Iteration - 09/21/25
Completion of First Development Iteration - 10/05/25
Closure of Project - 10/12/25

11. MEETING CONCLUSION

Note a brief wrap-up of the meeting discussions. Confirm the date, time, and location of the next meeting. Note any materials to be distributed before the next meeting.

WRAP-UP

Meeting concluded with a summary of discussions and action items.

DATE OF NEXT MEETING

09/10/25

NEXT MEETING

Online

12. ATTACHMENTS OR SUPPORTING MATERIALS

Link or attach relevant documents, presentations, or reports discussed during the meeting.

MATERIALS

Document on discord server

13. APPROVAL AND SIGNATURES

Sign below to approve meeting minutes.

PARTICIPANT NAME	SIGNATURE
Florian Foerster	Florian Förster
Koby Stewart	