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| --- | --- | --- | --- | --- | --- | --- |
| D:\GoogleDrive\_ScalabePM\images\Scalable Project Management Menu small.png | *Project Meeting Minutes* | |  |  | | --- | --- | | Date: |  | | Location: |  | |

|  |  |
| --- | --- |
| Attendees: [Initial(s)] | Not attending: [Initial(s)] |

# Agenda items

1. Action points / minutes from the last meeting
2. Project progress / schedule /budget
3. [Problems]
4. [Next week’s activities]
5. [Agenda item]
6. [Agenda item]
7. Next Meeting Date? AOB?

Minutes / Notes

Make sure to use a uniform tone when writing

Consider creating a gannet chart

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Action items | Owner(s) | Deadline | Status |
| (1) | [Action item] | [Initial(s)] | [Date] | [In Progress or Complete etc] |
| (2) | Create Qualitivtive targets | All |  |  |
| (3) | Orginise more team meetings (Friday slot) | TA | 21/01 |  |
| (4) | Use google docs | TA | 21/01 |  |
| (5) | Think about interface system | All |  |  |
| (6) | Create a larger design matrix for all systems | ES |  |  |
|  |  |  |  |  |