



Minutes of project meeting [project name]

Subject:		
Date:		Time:
Place:		
Chairman:		Minutes secretary:
Present:		
Absent:		
Information <ul style="list-style-type: none">		
Decisions <ul style="list-style-type: none">		
Action points		
What?	Who?	When?
Next meeting <ul style="list-style-type: none">Date:Place:Time:		