**Meeting notes**

***Project:***  *[Project Name]*

***Date & Time:*** *[date] (week [week number]) – [start time] to [end time]*

***Attendees:***

**Topics / Agenda**

**Questions & Answers**

***[Department]:***

**Q** *([who?])***:**

**Notes / Discussions**

**Open Issues:**

**Action Points / Items**