Meeting Notes

Meeting Title: [Title of the Meeting]

Date: [Date of the Meeting]

Attendees: [List of Attendees]

Moderator : [Moderator’s Name]

Minute Taker: [Minute Taker’s Name]

### **Review of Previous Meeting Minutes**

Lead: [Moderator’s Name]

| Actions | Lead | Outcome |
| --- | --- | --- |
| Action 1 |  |  |
| Action 2 |  |  |

### **Main Discussion Topics** Lead: [Moderator’s Name]

* Topic 1: [Brief description]
  + Subpoints or details
    - Lead: [Topic Lead’s Name]

*Notes:*

* Topic 2: [Brief description]
  + Subpoints or details
    - Lead: [Topic Lead’s Name]

*Notes:*

* Topic 3: [Brief description]
  + Subpoints or details
    - Lead: [Topic Lead’s Name]

*Notes:*

### **Review of project roles**

| Role | Note |
| --- | --- |
| PM1 |  |
| PM 2 |  |
| QM 1 |  |
| QM 2 |  |
| IM |  |
| TM |  |

### **Action Items and Next Steps** Lead: [Moderator’s Name]

| Actions | Lead | Deadline |
| --- | --- | --- |
| Action 1 |  |  |
| Action 2 |  |  |

## **Notes**

[Additional notes or details that need to be recorded]

Prepared By: [Minute Taker’s Name][[1]](#footnote-0)

1. *Template created by Yessmine Chabchoub* [↑](#footnote-ref-0)