# **MEETING MINUTES**

*Meeting Minutes guidelines:*

* *Publish Minutes within 24 hours of any meeting*
* *Post Minutes in a place available to all stakeholders (e.g. shared drive or website)*
* *Include Action Items in body of the email as reminder if necessary.*
* *Review Action Items for completion during the next meeting.*

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| **Project Name:** |  | | |
| **Date of Meeting:** (MM/DD/YYYY) |  | **Location:** |  |
| **Minutes Prepared By:** |  | **Charge time to:** |  |

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| 1. Purpose of Meeting |
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| 2. Attendance at Meeting *(add rows as necessary)* | | | |
| **Name** | **Role** | **E-mail** | **Phone** |
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| 3. Meeting Agenda |
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| 4. Meeting Notes, Decisions, Issues |
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| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
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| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | |  | **Time:** |  | **Location:** |  |
| **Agenda:** |  | | | | | |