

# Meeting Minutes Template

## 4th Dimension Architects

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### MEETING MINUTES

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#### Meeting Information

Field	Details
Meeting Title	
Project Name	
Project Code	
Date	
Time	Start: _____ End: _____
Location/Platform	<input type="checkbox"/> Office <input type="checkbox"/> Site <input type="checkbox"/> Client Office <input type="checkbox"/> Virtual
Minutes Prepared By	
Minutes No.	MOM-[Project Code]-[XXX]

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#### Attendees

#	Name	Organization	Role	Present
1		4th Dimension		<input type="checkbox"/> Yes <input type="checkbox"/> No
2		Client		<input type="checkbox"/> Yes <input type="checkbox"/> No
3				<input type="checkbox"/> Yes <input type="checkbox"/> No
4				<input type="checkbox"/> Yes <input type="checkbox"/> No
5				<input type="checkbox"/> Yes <input type="checkbox"/> No

#### Apologies:

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#### Agenda

- 1.
- 2.
- 3.

- 4.
5. AOB (Any Other Business)

Previous Meeting Review

Previous Meeting Date: \_\_\_\_\_

#	Action Item	Responsible	Status
			<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Deferred
			<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Deferred
			<input type="checkbox"/> Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Deferred

Discussion Points

1. [Topic 1]

Discussion: [Summary of discussion]

Decision: [Any decision made]

Action: | Action | By | Due | |---|---|---| | | | |

2. [Topic 2]

Discussion: [Summary of discussion]

Decision: [Any decision made]

Action: | Action | By | Due | |---|---|---| | | | |

3. [Topic 3]

Discussion: [Summary of discussion]

Decision: [Any decision made]

Action: | Action | By | Due | |---|---|---| | | | |

4. [Topic 4]

Discussion: [Summary of discussion]

Decision: [Any decision made]

Action: | Action | By | Due | |---|---|---| | | | |

## 5. Any Other Business (AOB)

**Discussion:** [Summary of any other matters raised]

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### Action Items Summary

#	Action Item	Responsible	Due Date	Priority
1				<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
2				<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
3				<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
4				<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
5				<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L

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### Decisions Summary

#	Decision	Made By	Date
1			
2			
3			

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### Next Meeting

Field	Details
Date	
Time	
Location	
Proposed Agenda	

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### Attachments

- ☐ Presentation slides
  - ☐ Drawings discussed
  - ☐ Samples/photos
  - ☐ Other: \_\_\_\_\_
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### Distribution

Name	Organization	Email

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## Notes

- These minutes are considered accepted if no objections are received within 3 working days
- Please confirm action items with due dates
- Contact [Preparer Name] for any clarifications

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### Prepared By:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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*4th Dimension Architects Meeting Minutes - Confidential*