

Meeting Minutes Template

4th Dimension Architects

MEETING MINUTES

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]

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:

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]

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

Decisions Summary

#	Decision	Made By	Date
1			
2			
3			

Next Meeting

Field	Details
Date	
Time	
Location	
Proposed Agenda	

Attachments

- Presentation slides
 - Drawings discussed
 - Samples/photos
 - Other: _____
-

Distribution

Name	Organization	Email

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
-

Prepared By:

Name: _____ Date: _____

4th Dimension Architects Meeting Minutes - Confidential