

projectNAME

**Minutes of meeting**  
Meeting\_title, e.g. Admissions

PHASE 1: PRE-PROJECT  
PHASE 2: FEASIBILITY  
PHASE 3: FEASIBILITY AND FOUNDATIONS  
PHASE 4: EXPLORATION, ENGINEERING AND DEPLOYMENT  
PHASE 5: POST-PROJECT

***Once this template has been filled in, please email it to all meeting attendees (including those who submitted apologies) and to digitalcommunications@st-andrews.ac.uk.***

# Meeting attendees

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting role | Name | Email ID | Project role | Date |
| Chair | Carley Hollis | ch432 | Project manager | yyyy-mm-dd |
| Attendees |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Apologies |  |  |  |  |
|  |  |  |  |  |

# Revision history

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Version | Reason for change | Status | Date |
|  | 0.1 | Minutes taken at meeting | Draft | yyyy-mm-dd |
|  |  |  |  |  |
|  |  |  |  |  |

# 1. Meeting objective

Meeting objective...

# 2. Agenda

1. Item\_1
2. Item\_2
3. Item\_3

# 3. Minutes

***Provide a brief summary of the things that are discussed in the meeting, noting who said what, any concerns about any of the agenda points and all actions. Try to keep the minutes in the same order as the agenda.***

## Item\_1

Minutes about item\_1.

## Item\_2

Minutes about item\_2.

## Item\_3

Minutes about item\_3.

# 4. Actions

***Write each action in the form of ‘who does what’, including any required dates or deadlines. For example, Jane Smith to meet with the head of accounting to demo the new website, before Wednesday 1 June 2016.***

1. Action\_1
2. Action\_2

# 5. Concerns

***Outline any concerns that were raised during the meeting. Record our response to these concerns, whether this is providing more information, undertaking further research or testing, or escalating the concern.***

***Even if no concerns are raised, please include this section and state that no concerns were raised. This will allow attendees to raise any concerns by email if they were not captured during the meeting.***

No concerns were raised.

# 6. Communication

***Describe the next communication steps after this meeting; have we met with the right people at the right time, do we need to send information to anyone else in the School/Department/Unit, was anything raised in the meeting which we need to clarify? (This section may not be required for all meetings; if further communication is not required, please include this section but mark it as ‘Not applicable’.)***

Not applicable.