Meeting Report Framework

**Meeting called by:**

**Note taker:**

**Timekeeper:**

**Attendees:**

**Report Presenter:**

**Manager Perception of project state:**

**Agenda Topic:** Week in review

**Time Allotted:**

**Discussion:**

**Urgent Action Items():**

1. <item> <date of completion>
2. <item> <date of completion>

**Agenda Review**

1. <item> - \*\* mark as completed**,** incomplete, revision needed.

Report on <item#>

**Agenda Topic:** Week in plan

**Urgent Agenda Topic():**

**Time Allotted:**

**Discussion:**

**Action Items:**

1. <item> < person assigned to> <target completion date>
2. <item> < person assigned to> <target completion date>

**Agenda discussion**

1. <item> <priority>