

Company / Organization Name: _____

Project Name : _____

Primary Contact Person: _____

Meeting Location : _____

Meeting Date : _____ Start time: _____ End Time: _____

Team members present:

Name	Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

Clients present:

Name	Signature	Telephone	email address
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

Company / Organization Name: _____

Project Name : _____

Primary Contact Person: _____

Meeting Location : _____

Meeting Date : _____ Start time: _____ End Time: _____

Meeting Minutes:

1. Topics Discussed:
2. Items Agreed Upon
3. Items to be clarified
4. Next Things to Do
5. Conclusion

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.