**Meeting Minutes**

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| --- | --- |
| **Project Name** | **Meeting Date** |
|  |  |
| **Meeting Place** | **Duration** |
| Conference Room A | Two hours |
| **Meeting Purpose** |  |
| Review Feasibility Study |  |

**In Attendance**

|  |  |  |
| --- | --- | --- |
| **Attendee’s Name** | **Roles** | **Contact Info.** |
| Sam Henderson | Project Owner |  |
| Vince Lloyd | SCRUM Master |  |
| Mason Reed | Developer |  |
|  |  |  |

**Agenda**

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| --- | --- |
| **Agenda Item** | **Owner** |
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|  |  |
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**Discussion**

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| --- | --- |
| **Item** | **Note** |
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**Takeaways**

|  |  |
| --- | --- |
| **Action Item** | **Owner** |
|  |  |
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|  |  |

**Next Meeting**

|  |  |
| --- | --- |
| **Project Name** | **Meeting Date** |
|  |  |
| **Meeting Place** | **Meeting Purpose** |
| Conference Room A | Review financials and revised blueprint |