|  |  |  |
| --- | --- | --- |
| Meeting Date: | Meeting Time: | Meeting place: |
|  |  |  |

|  |  |
| --- | --- |
| **Present** |  |
| Person 1 |  |
| Person 2 |  |
| Person 3 |  |
| Person 4 |  |
| Person 5 |  |

**Decisions made:**

|  |
| --- |
| **Purpose of meeting** |
| Decision made (What) | Reason for decision (Why) |
|  |  |
|  |  |

**Project Progress**

|  |  |  |
| --- | --- | --- |
| Project component | Status of component | Delivery date |
|  |  |  |
|  |  |  |

**Assigned tasks**

|  |  |  |  |
| --- | --- | --- | --- |
| Task ID | Task description | Who | When |
|  |  |  |  |
|  |  |  |  |

**Unresolved issues**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Issue ID | Issue Description | Raised by | Action required | By whom? | By when? |
|  |  |  |  |  |  |
|  |  |  |  |  |  |