PRODUCT TOPIC

Meeting Minutes

Date and Time

|  |  |  |
| --- | --- | --- |
| Stakeholders in this Meeting | Present | Absent |
|  |  |  |

Project/Agenda:

1. Background

|  |  |  |  |
| --- | --- | --- | --- |
| Previous Meeting Outcome – Agenda Backlog | Tasks | Responsible Person | Stakeholders Involved |
|  |  |  |  |

1. Current Topic(s)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agenda Topic Description | Expected Outcome | Upcoming Tasks | Responsible Person | Stakeholders Involved |
|  |  |  |  |  |