

 **Meeting Minutes templates

Meeting Title: Project Kick-Off Meeting **Date:** July 18, 2025 **Time:** 10:00 AM – 11:30 AM **Location:** Conference Room B / Zoom **Facilitator:** John Doe **Note Taker:** Jane Smith

Participants

- John Doe – Project Manager, Operations
 - Jane Smith – Executive Assistant, Admin
 - Lisa White – Marketing Director, Marketing
 - Ahmed Khan – Lead Developer, IT
 - Sarah Green – Finance Analyst, Finance
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Agenda

1. Welcome & Introductions
2. Project Overview
3. Timeline & Milestones
4. Team Responsibilities
5. Budget Discussion
6. Q&A Session
7. Action Items

Discussion Points & Resolutions

1. Project Overview

- John provided a high-level summary of project goals and expected outcomes.
- Emphasis was placed on aligning all departments with the launch schedule.
- *Resolution:* All departments acknowledged the project scope and agreed to contribute their inputs weekly.

2. Timeline & Milestones

- Lisa presented a draft timeline with proposed deadlines.

- Some deadlines were flagged as unrealistic due to current workloads.
- *Resolution:* Timeline will be revised by July 21st after feedback is collected. Final version to be approved in the next meeting.

3. Team Responsibilities

- Each department head shared their available resources.
- Roles were defined, though two positions are still pending assignment.
- *Resolution:* John will finalize the responsibility matrix by July 23rd. Ahmed will recommend two developers for the open roles.

4. Budget Discussion

- Sarah presented the initial budget estimate.
 - Budget allocations need to be refined based on upcoming vendor quotes.
 - *Resolution:* Revised budget to be shared by July 25th. Approval scheduled for the August 1st meeting.
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Action Items

1. Lisa White will revise the project timeline by July 21, 2025.
2. John Doe will finalize the responsibility matrix by July 23, 2025.
3. Ahmed Khan will nominate developers for the open project roles by July 22, 2025.
4. Sarah Green will send the revised budget proposal by July 25, 2025. ☒ *

Next Meeting**

- **Date:** July 28, 2025
- **Time:** 10:00 AM – 11:00 AM
- **Location:** Conference Room B / Zoom **Agenda:** Final timeline approval, budget review, and role confirmations

Call to order :

Welcome – Speaker Ruben -7:00 pm

Ruben welcomed all attendees to the meeting.

Previous Meeting minutes : speaker ruben -7:03 pm

Current meeting agenda : speaker ruben -7:10 pm

Madison distributed the current meeting agenda

Old business

Prom Committees – Speaker simon Escamilla – time 7:15 pm