**Template A: Minutes of Meeting**

**MINUTES OF PROJECT MEETING**

**Date** :

**Time** :

**Venue** :

**Present** :

**Minuted by** :

**Vetted by** :

|  |  |  |
| --- | --- | --- |
|  | **Items Discussed** | **Action By** |
| **1.** |  | This column is to note down who will be doing the follow-up task listed under the Items Discussed column.  Blank if no action is required. |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** | Next meeting will be on…. |  |