**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11856&utm_source=template-word&utm_medium=content&utm_campaign=Project+Management+Meeting+Minutes+Sample-word-11856&lpa=Project+Management+Meeting+Minutes+Sample+word+11856)PROJECT MANAGEMENT   
MEETING MINUTES TEMPLATE SAMPLE**

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| 1. MEETING DETAILS |  |  |  |  |
| DATE | LOCATION |  | START TIME | END TIME |
| MM/DD/YY | Conference Room B | | 12:00 PM | 2:00 PM |
| ATTENDEES | | |  |  |
| NAME | | ROLE | | |
| Carmen Robertson | | Project Manager | | |
| Hasaon Bocker | | Team Lead | | |
| Denis Vidal | | Financial Analyst | | |
| Jose Price | | Developer | | |
| 2. AGENDA |  |  |  |  |
| *A brief outline of the topics or agenda items for the meeting.* | | | | |
| AGENDA ITEMS | | OWNER / PRESENTED BY | START TIME | DURATION |
| Review of Previous Meeting | | Carmen | 12:05 PM |  |
| Status Updates | | Carmen | 12:10 PM |  |
| Discussion of Project Budget | | Denis | 12:20 PM |  |
| New Feature Development | | Jose |  |  |
| Action Items and Next Steps | | Carmen |  |  |
| Risk Management | | Carmen |  |  |
| Other Business | | Carmen |  |  |
| Upcoming Milestones | | Jose |  |  |
| Meeting Conclusion and Next Meeting Date | | Carmen |  |  |
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| 3. PREVIOUS MEETING REVIEW |  |  |  |
| *A summary of discussions and action items from the previous meeting. Include status updates on action items from the previous meeting.* | | | |
| SUMMARY | | | |
| Reviewed minutes from the last meeting held on September 7. | | | |
| ACTION ITEMS AND STATUS UPDATES | OWNER / PRESENTED BY | STATUS | |
| Item 1 - Prototype approval received | Carmen | Complete | |
| Item 2 - Backend development nearing completion | Jose | In Progress | |
| Carmen discussed the current project timeline, noting that frontend design is ahead of schedule. | Carmen | In Progress | |
| Jose shared progress on the backend development, mentioning challenges with integrating external APIs. | Jose | In Progress | |
| Review of UI mockups, highlighting changes based on client feedback. | Jose | In Progress | |
| 4. DISCUSSION POINTS |  |  |  |
| *Include a detailed discussion of each agenda item. Include key points, decisions, and information shared during the discussion. Include any presentations or visuals shared during the meeting.* | | | |
| AGENDA ITEM FOR DISCUSSION | DISCUSSION NOTES | | |
| Denis presented the latest budget report, noting that development costs are within projections. |  | | |
| Team discussed potential marketing expenses for the upcoming launch. | Decision: Allocate an additional budget of $10,000 for marketing efforts. | | |
| Jose presented a detailed plan for the new feature implementation. | New feature development | | |
| Discussion focused on technical feasibility and potential user impact. | Decision: Proceed with the new feature development, with weekly progress reviews. | | |
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| 5. ACTION ITEMS |  |  |  |  |
| *List action items and identified during the meeting. Include responsible parties assigned to each item, due dates for each item, and note action items carried forward from previous meetings.* | | | | |
| ACTION ITEM | | OWNER | DUE DATE | |
| Item 3 - Finalize UI mockups and share with team | | Jose | MM/DD/YY | |
| Item 4 - Conduct thorough testing of software | | Carmen | MM/DD/YY | |
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| 6. DECISIONS MADE |  |  |  |  |
| *Include a clear and concise description of decisions reached during the meeting. Include justifications or context for the decisions, if necessary.* | | | | |
| DECISIONS | | | | |
| Approve the marketing budget increase based on projected ROI - Justification: Increased marketing efforts are essential for a successful product launch. | | | | |
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| 7. RISKS AND ISSUES |  |  |  |  |
| *Discuss any new risks or issues identified during the meeting. Include mitigation plans to address these.* | | | | |
| RISK OR ISSUE | | MITIGATION PLAN | | |
| Identified a potential security vulnerability in the external API integration. | | Perform a security audit and recommend mitigation strategies. | | |
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| 8. NEXT STEPS |  |  |  |  |
| *Summarize key next steps agreed upon in the meeting. Include any follow-up actions or tasks to be taken before the next meeting* | | | | |
| NEXT STEPS | | | | |
| Confirm development completion by September 30, for QA testing. | | | | |
| Begin marketing campaign by October 5, targeting potential users. | | | | |
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| 9. OTHER BUSINESS |  |  |  |  |
| *Include any additional items discussed that were not on the original agenda. Add brief descriptions and outcomes of those discussions.* | | | | |
| ADDITIONAL ITEMS | DESCRIPTION | | OUTCOMES | |
| Team building | Discussed the upcoming team-building retreat | | Team expressed excitement and shared ideas for team-building activities. | |
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| 10. UPCOMING MILESTONES | |  |  |  |
| *Include reminders of important project milestones, deadlines, or events.* | | | | |
| MILESTONES | | | | |
| Completion of Development Phase - MM/DD/YY | | | | |
| Marketing Campaign - MM/DD/YY | | | | |
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| 11. MEETING CONCLUSION | |  |  |  |
| *Note a brief wrap-up of the meeting discussions. Confirm the date, time, and location of the next meeting. Note any materials to be distributed before the next meeting.* | | | | |
| WRAP-UP | | | | |
| Meeting concluded with a summary of discussions and action items. | | | | |
| DATE OF NEXT MEETING | NEXT MEETING |  |  |  |
| MM/DD/YY | Conference Room A | |  |  |
| 12. ATTACHMENTS OR SUPPORTING MATERIALS | | |  |  |
| *Link or attach relevant documents, presentations, or reports discussed during the meeting.* | | | | |
| MATERIALS | | | | |
| Links | | | | |
| 13. APPROVAL AND SIGNATURES | |  |  |  |
| *Sign below to approve meeting minutes.* | | | | |
| PARTICIPANT NAME | | SIGNATURE | | |
| Name | |  | | |
| Name | |  | | |
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