**PROJECT TEAM
MEETING MINUTES TEMPLATE**

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| 1. MEETING DETAILS |  |   |   |   |
| DATE | LOCATION |   | START TIME | END TIME |
| MM/DD/YY |   |   |   |
| ATTENDEES |  |  |
| NAME | ROLE |
|  |  |
|  |  |
|  |  |
|  |  |
| 2. AGENDA |  |   |   |   |
| *A brief outline of the topics or agenda items for the meeting.* |
| AGENDA ITEMS | OWNER / PRESENTED BY | START TIME | DURATION |
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| 3. PREVIOUS MEETING REVIEW |   |   |   |
| *A summary of discussions and action items from the previous meeting. Include status updates on the completion of these action items.* |
| SUMMARY |
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| ACTION ITEMS AND STATUS UPDATES | OWNER / PRESENTED BY | STATUS |
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| 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 |
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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 |
|  |  |   |
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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 |
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| 7. RISKS AND ISSUES |  |   |   |   |
| *Discuss any new risks or issues identified during the meeting. Include mitigation strategies.* |
| RISK OR ISSUE | MITIGATION STRATEGY |
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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 |
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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 |
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| 10. UPCOMING DEADLINES |   |   |   |
| *List upcoming project deadlines, milestones, or important dates.* |
| TASKS AND MILESTONES |
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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 |
|  |
| DATE OF NEXT MEETING | LOCATION OF NEXT MEETING |  |  |  |
| MM/DD/YY |   |
| 12. ATTACHMENTS OR SUPPORTING MATERIALS |   |   |
| *Link or attach relevant documents, presentations, or reports discussed during the meeting.* |
| MATERIALS |
| Links |

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| 13. APPROVAL AND SIGNATURES |   |   |   |
| *Sign below to approve meeting minutes.* |
| PARTICIPANT NAME  | SIGNATURE |
| Name |   |
| Name |   |
| Name |   |
|   |   |
|   |   |

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