**[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+Team+Meeting+Minutes-word-11856&lpa=Project+Team+Meeting+Minutes+word+11856)PROJECT TEAM   
MEETING MINUTES TEMPLATE**

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| --- | --- | --- | --- | --- |
| 1. MEETING DETAILS |  |  |  |  |
| DATE | LOCATION |  | START TIME | END TIME |
| MM/DD/YY |  | |  |  |
| ATTENDEES | | |  |  |
| NAME | | ROLE | | | |
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| 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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