

<Project Name> Meeting Minutes

Program/Area:	[Insert program/area with which the project is affiliated]
Meeting Purpose:	[Insert name or purpose of meeting]
Meeting Date:	<mm/dd/yyyy>
Meeting Time:	[Insert time]
Meeting Location:	[Insert location]
Meeting Facilitator:	[List names]
Attendees:	[List names]
Minutes Issued By:	[Insert name of issuer]

Next Steps: (Task, Assigned to, Checkpoint Date)	Owner	Due Date
[Insert next step]		
[Insert next step]		

Decisions Made: (What, Why, Impacts)
<ol style="list-style-type: none"> [List and describe decision made] <ul style="list-style-type: none"> [Provide additional description of or information about the decision] [List and describe decision made] <ul style="list-style-type: none"> [Provide additional description of or information about the decision]

Discussion: (Items/Knowledge Shared)
[Itemize and describe discussion point] • [Provide additional details about the discussion] • [Itemize and describe discussion point] • [Provide additional details about the discussion] • PARKING LOT: [Describe any items that may have been deferred for a later discussion] <ol style="list-style-type: none"> [Itemize and describe parking lot topic]

Miscellaneous Items:
[Itemize and describe any additional miscellaneous items] • [Provide additional details about the miscellaneous items] [Itemize and describe any additional miscellaneous items] • [Provide additional details about the miscellaneous items]