doctonic
documentation made easy

<Insert Project Name>

Agenda / Meeting Minutes

Project Phase:

Customer: <Insert Client Name>

Document ID: <Insert Document Identification Number>

Name	Position Title	Organization	Signature	Date

Table of Contents

1. Meeting Minutes

Client	
Project	
Minutes Taken By	
Start Time	
End Time	
Location	
Subject	

1.1. Participants

	Names
Invitees	
Attendees	

1.2. Proposed Agenda

	Agenda Item	Covered?
1		
2		
3		

	Agenda Item	Covered?
4		
5		
6		

1.3. Meeting notes and discussion points

	Meeting notes
1	
2	
3	
4	
5	
6	
7	
8	
9	

1.4. Decisions Made

	Decisions
1	
2	
3	
4	
5	

1.5. Action Items Identified

	Action Item	Owner	Due Date
1			
2			
3			
4			
5			
6			

1.6. Issues/Risks Identified

	Issue/Risk and Description	Owner	Importance
1			
2			
3			
4			
5			
6			

1.7. Next meeting

Location		Meeting #	
Subject			
Date		Recorder	
Start Time		End Time	

_____ End of Document _____