

Title: **Meeting Minutes and Action Items**

Date:

Project Name:

Organized by:

Location:

Scheduled Date and Time:

Attendees:

-

Minutes: Include items from the original meeting agenda as well as additional topics and issues discussed during the meeting.

- 1)
 - a)
 - b)
- 2)
- 3)

Action Items: List any tasks or action items defined during the meeting including: the assigned owner, a description of the item and the delivery date for the completion of the assigned item.

| Action Item | Assigned Owner | Description | Delivery Date |
|-------------|----------------|-------------|---------------|
| 1) | | | |
| 2) | | | |
| 3) | | | |

Title: **Meeting Minutes and Action Items**

Date:

Minutes Distribution: List the individuals to whom meeting minutes will be distributed. This includes all meeting attendees and others for whom meeting minutes are required or have been requested.

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Minutes Attachments: List all attachments to the minutes for this meeting. This includes all attachments from the original agenda, attachments produced in the meeting and attachments resulting from completion of action items.

| Attachment Name | Owner | Description |
|-----------------|-------|-------------|
| 1) | | |
| 2) | | |
| 3) | | |

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