Project Meeting Minutes

[Project name]

Meeting date
[Month day, year]

Draft: not final until approved

Project lead	[Name]	**Phase**	[Phase]
Attendees	[Names]	**Status**	[On track / At risk / Off track]

Progress since last meeting

Milestone	Due	Status	Owner
[Milestone]	[Date]	[Status]	[Name]
[Milestone]	[Date]	[Status]	[Name]
[Milestone]	[Date]	[Status]	[Name]

Risks and issues

Risk or issue	Impact	Response
[Risk]	[High / Medium / Low]	[Response]
[Issue]	[High / Medium / Low]	[Response]

Decisions and scope changes

[Each decision or change, and who approved it.]

Action items

Action	Owner	Due date
[Action]	[Name]	[Date]
[Action]	[Name]	[Date]

Next meeting

[Date and time].