**<PROJECT NAME>**

**MINUTES/AGENDA**

|  |  |
| --- | --- |
| Date/Time: |  |
| Location: |  |

|  |  |
| --- | --- |
| Attending: |  |
| Regrets: |  |

**Agenda:**

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

**Standing Items:**

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

**New Items:**

|  |  |  |
| --- | --- | --- |
| # | Topic | Submitted By |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

**Ongoing Items:**

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

**Action Item Log:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Action Item | Create Date | Assigned To: | Target / Closed Date | Status |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |