Site Meeting Minutes

Your logo

Project	
Minutes no.	
Date	
Location	
Start / end	
Minute taker	

1. Attendees

Name	Company	Role	Present / apologies

Distribution:

2. Open items from the previous minutes

From minutes no.	Action	Responsible	Done / open

3. Discussion items

No.	Item and current status

4. Decisions

No.	Decision (one sentence)

5. Actions

No.	Action	Responsible	Due date	Status

Every action has exactly one responsible person and a due date.

6. Next meeting

Next meeting (date, location):