Project Meeting Minutes – <Project Name>

**Location:**

**Date:**

**Time:**

## Attendance

## Attendees:

Absentees:

## Agenda Items

|  |  |
| --- | --- |
| **Welcome** | |
| Introductions | Introduce the project and the team |
| **Project Information** | |
| Project Overview | Describe the “what, where, when, why and who”. |
| Project Goals & Objectives | Describe the business objectives. |
| Project Deliverables | Describe the product, services or results. |
| Exclusions | Describe what deliverables will be excluded. |
| Acceptance Criteria | Describe criteria what measuring success of the project deliverables. |
| Assumptions | Describe factors that were assumed to be true at the moment of writing this document. E.g. resources are available based on their assignments, funding is allocated, etc. |
| Project Budget | Describe all funding requirements and sources |
| Risks | Describe potential risks and the plan for them. |
| Plan Overview | Describe a high level sequence of work to be completed or milestones |
| **Team Roles and Responsibilities** | |
| Project Sponsor | Person responsible for funding |
| Project Manager | Person leading the project |
| Project SME’s | List remaining team members and their roles |
| **Communication** | |
| Status Reports/Task Updates | Describe how status will be obtained |
| Document Repository | Describe where all documentation will be stored. |
| Meeting Frequency | Describe how often the project team will meet |
| Other Communication Needs |  |
| **Questions and Next Steps** | |
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## Action Items

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| --- | --- | --- |
| **New Action Item(s)** | **Person Responsible** | **Date to be Completed** |
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## Decisions

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| **Key Discussion Points / Decisions** |
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## Other Notes