*OpenPM² Template v3.0.1* **Minutes of Meeting**

 **<Project Name>**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Title:** |  | **Meeting Date/Time:** |  |
| **Meeting Type:** |  | **Meeting Location:** |  |
| **Meeting Coordinator:** |  | **Issue Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Attendee Name** | **Initials** | **Present** | **Organisation / Email** |
|  |  | [x]  |  |
|  |  | [ ]  |  |

|  |
| --- |
| **Meeting Agenda** |
| *<A summary of the meeting agenda, e.g. meeting objectives and agenda items.>* |

|  |
| --- |
| **Meeting Summary** |
| *<Outline points discussed and outcomes for the meeting>* |

|  |
| --- |
| **Decisions taken** |
| **Decision Id** | **Description** | **Date of Decision Taken** | **Decision Owner** |
|  |  | *dd/mm/yy* | *Initials* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Actions / ToDo Items** |
| **Action Id** | **Creation Date** | **Description** | **Status** | **Target Resolution Date** | **Owner** |
|  | *dd/mm/yy* |  | *Open* | *dd/mm/yy* | *Initials* |
|  |  |  | *In Progress* |  |  |
|  |  |  | *Closed* |  |  |
|  |  |  | *On Hold* |  |  |

|  |  |  |
| --- | --- | --- |
| **Proposed Agenda for Next Meeting** | **Proposed Next Meeting Date:** |  |
| *List potential agenda items of the next meeting* |

|  |  |
| --- | --- |
| **Related Documents** | **Location** |
| XYZ.doc | U:\ProjectX\Documents\ |
|  |  |
|  |  |
|  |  |