*PM² Template v3.1* **Minutes of Meeting**

**<Project Name>**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Attendee Name** | **Initials** | **Present** | **Organisation / Email** |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Meeting Agenda** |
|  |

|  |
| --- |
| **Meeting Summary** |
| *Outline points discussed and state clear outcome for the meeting* |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Actions** | | | | | |
| **Action Id** | **Creation Date** | **Description** | **Status** | **Target Resolution Date** | **Owner** |
|  | *dd/mm/yy* |  | *Open* | *dd/mm/yy* | *Initials* |
|  |  |  | *InProgress* |  |  |
|  |  |  | *Closed* |  |  |
|  |  |  | *OnHold* |  |  |

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

|  |  |
| --- | --- |
| **Related Document** | **Location** |
| XYZ.doc | U:\METHODS\PM²@EC\Documents\ |
|  |  |
|  |  |
|  |  |