# Meeting Minutes

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| **MEETING INFORMATION** |
| Purpose: | [Enter the objective of the meeting here.] |
| Date: | 01/01/2000 | Time: | 6:00 AM |
| Project Manager: |  | Facilitator: |  |
| Attendees: | [List Names] |
| **key discussion/action items** | **by whom** | **when** |
| 1 | [List Item 1] | [Name] | [Date] |
| 2 |  |  |  |
| 3 |  |  |  |
| **Other Notes Or Information** |
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