

Meeting Agenda & Recap

Date & Time

Meeting Purpose/Project Name

Attendees

- Indicate internal vs. external (client, vendor, etc.)
- Indicate those attending in person vs. phone
- Indicate those attending on someone else's behalf or representing group

Meeting Documentation (link to additional material for discussion)

Review recap and action items from the previous meeting if applicable

Topic (repeat for each item on the agenda)

Time (2:15 pm or 10 min)

- Decisions
 - Made (include resources making the decision)
 - Outstanding (include what/who is needed to make a decision)
- Issues/Concerns (include what is needed to resolve/remediate)
- Action Items (name responsible resource & due date)

Next Meeting Date

Expectations for next meeting (i.e., additional participants to make a decision, research information, etc.)

Include information on location for project documentation

Ensure that information captured under each topic/sub-bullet is thorough enough to understand by someone not present during the meeting.

