

# Meeting Minutes & Action Items

<b>Programme:</b>	<i>Programme Name</i>	<b>Department:</b>	<i>Department Name</i>
<b>Meeting:</b>	<i>Project Name</i> Project Status Meeting	<b>Location:</b>	<i>Location address</i> Teleconference <i>Number</i> id: <i>Number</i>
<b>Date &amp; time</b>	<i>dd mm yyyy, hh.mm - hh.mm</i>	<b>Meeting frequency:</b>	<i>Weekly</i>
<b>Chair:</b>	<i>Your Name</i>		
<b>Meeting Objective:</b>	<ul style="list-style-type: none"> <li>- New Items</li> <li>- Review Action Items</li> <li>- Project Updates</li> </ul>		

Attendees:							
Full Name	Initials	Full Name	Initials	Full Name	Initials	Full Name	Initials

  

Apologies:							
Full Name	Initials	Full Name	Initials	Full Name	Initials	Full Name	Initials

Item	Topic	Significant Changes since Last Report
1	<i>Enter applicable topic</i>	<i>Enter significant change for this topic – example below in red</i>
2	<i>Procurement</i>	<i>Hardware quote approved, PO forwarded to vendors</i>
3		

Item	Topic	Activities Planned For Next Reporting Period
1	<i>Enter applicable topic</i>	<i>Enter significant change for this topic – example below in red</i>
2	<i>Procurement</i>	<i>Receive Hardware</i>
3		

Item	Topic	Discussion & Decisions
1	<i>Enter applicable topic</i>	<i>Enter significant change for this topic – example below in red</i>
2	<i>Security notifications</i>	<i>Processes agreed with Project Sponsor and Security Stakeholders on yyymmdd</i>
8		

Action no.	Action	Owner	Due Date	Status
<i>yyyyymmdd – 01</i>	<i>Action item agreed by a stakeholder on this project status meeting</i>	<i>initials</i>	<i>dd/mm/yy</i>	Open
<i>yyyyymmdd – 02</i>	<i>Action item agreed by a stakeholder on this project status meeting</i>	<i>initials</i>	<i>dd/mm/yy</i>	Open
<i>yyyyymmdd – 07</i>	<i>Action item agreed by a stakeholder on a prior project status meeting with update adn action to carry fwd</i>	<i>initials</i>	<i>new date</i>	CF

Action no.	Closed Actions	Owner	Due Date	Status
<i>yyyyymmdd – 01</i>	<i>Action item agreed by a stakeholder on this project status meeting</i>	<i>initials</i>	<i>dd/mm/yy</i>	Close

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