

PROJECT

meeting notes

DATE: _____

TIME: _____

LOCATION: _____

PROJECT TITLE: _____

ATTENDEES:

AGENDA:

1	_____
2	_____
3	_____
4	_____
5	_____

TO-DO:

#	TASK	OWNER	DEADLINE	✓
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

NOTES:

NEXT MEETING: _____