

# Detailed Meeting Log Form (Project Management)

This **Detailed Meeting Log Form** sample is designed to efficiently capture all essential discussions and decisions during project management meetings. It helps in maintaining clear records, tracking action items, and ensuring accountability. Using this form improves communication and project transparency among team members.

Meeting Title			
Date		Time	
Location/Platform			Project Name
Facilitator			Note Taker
Meeting Type			

## Attendees

List all meeting participants and their roles.

Name	Role	Organization/Team	Present/Absent

## Agenda

Outline the topics to be discussed during the meeting.

#	Agenda Item	Lead
1.		
2.		
3.		

## Discussion Details & Key Decisions

Summarize discussions, decisions made, and supporting rationale for each agenda item.

#	Agenda Item	Discussion Summary	Decision / Outcome
1.			
2.			
3.			

## Action Items & Responsibilities

Track specific tasks assigned during the meeting, deadlines, and responsible people.

Action Item/Task	Owner/Responsible	Due Date	Status/Notes

## Issues & Risks Raised

Document any new or ongoing project risks and issues identified in the meeting.

Issue/Risk	Impact	Mitigation/Action


**Next Meeting Details**

Date/Time		Location/Platform
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**Additional Notes**

Record any other information, reminders, or follow-ups.

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