

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.