Sample Monthly Project Meeting Minutes Report

The **monthly project meeting minutes** report provides a concise summary of discussions, decisions, and action items from the latest project meeting. It ensures all team members stay informed and aligned on project progress and next steps. Regular documentation helps track accountability and supports effective project management.

Meeting Details

- **Date:** June 4, 2024
- **Time:** 10:00 AM â€" 11:30 AM
- **Location:** Conference Room A / Zoom
- **Attendees:** Jane Smith, John Doe, Emily Chen, Raj Patel, Maria Gomez
- **Absent:** Michael Brown
- **Facilitator:** Jane Smith
- **Note Taker:** Emily Chen

Agenda

1. Project Updates
2. Timeline Review
3. Bottlenecks/Challenges
4. Action Items Review
5. Next Steps

Summary of Discussions

- **Project Updates:** John reported the current progress is on track with 75% of Phase 2 completed. Testing will begin next week.
- **Timeline Review:** Emily presented updated milestones. Delivery dates remain unchanged.
- **Bottlenecks/Challenges:** Raj highlighted a delay in vendor responses affecting component delivery. Maria suggested an alternative vendor to mitigate risks.
- **Action Items Review:** Reviewed status of prior tasks; all completed except Michael's documentation update.

Decisions Made

- Proceed with alternative vendor for component XYZ.
- Keep project timeline unchanged for now; reassess after two weeks.
- Michael to prioritize documentation updates before next meeting.

Action Items

Action Item	Owner	Due Date	Status
Contact alternative vendor for pricing	Maria Gomez	June 7, 2024	In Progress
Update project documentation	Michael Brown	June 10, 2024	Pending
Begin Phase 2 testing	John Doe	June 6, 2024	Scheduled

Next Steps

- Follow up with alternative vendor and report findings.
- Finalize and circulate updated documentation.
- Start Phase 2 testing and share initial results at the next meeting.

Next Meeting

Date: July 2, 2024
Time: 10:00 AM
Location: Conference Room A / Zoom