

Project Team Meeting Minutes Form

Keep track of essential discussions and decisions with this **project team meeting minutes form sample**. It provides a clear structure to document attendance, agenda items, action points, and deadlines efficiently. Use this template to ensure organized communication and follow-up in your project management process.

Meeting Details

Date		Time	
Location		Facilitator	
Note Taker			

Attendance

Name	Role	Present (Y/N)

Agenda

Agenda Item	Discussion Summary	Decisions Made

Action Items

Action Item	Responsible Person	Deadline	Status

Next Meeting

Date		Time		Location	
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