

Sample Meeting Minutes Log Form for Project Management

This **sample meeting minutes log form** is designed to efficiently capture key discussions, decisions, and action items during project management meetings. It ensures all team members stay informed and accountable, promoting clear communication and project progress. Utilizing this form helps maintain organized records and facilitates effective project tracking.

Meeting Information

Project Name	
Date	
Time	
Location/Virtual Link	
Facilitator	
Note Taker	
Attendees	
Absent	

Agenda Items & Discussions

Agenda Item	Discussion Summary	Lead

Decisions Made

Decision	Responsible	Date

Action Items

Action Item	Owner	Due Date	Status

Next Meeting

Date	
Time	
Location/Virtual Link	