

Project Meeting Template

Date: DD/MM/YYYY

Time: 00:00 - 00:00

Attendees: @Name, @Name, @Name

Meeting Objective

Write your content here ...

Agenda

- Action 1 (x min)
- Action 2 (x min; @Name)
- Action 3 (x min; @Name)
- Action 4 (x min; @Name)
- Recap of decisions and next steps (x min)

Notes & Decisions

- ...
- ...
- ...

Next steps

- Step 1 @Name
- Step 2 @Name
- Step 3 @Name