

Risk Management Meeting Summary Template

Subject: Risk Management Meeting Summary - [Project Name]

Date: [Meeting Date]

Attendees: [List of Attendees]

Key Risks Identified:

- Risk description, impact, and likelihood.
- Discussion on newly identified risks.

Risk Mitigation Strategies:

- Plans and actions for mitigating each identified risk.
- Assignment of risk owners.

Decisions Made:

- Prioritization of risks based on impact and likelihood.
- Approval of mitigation strategies.

Action Items:

- [Name] to implement the agreed-upon mitigation steps for [specific risk].
- [Name] to update the risk register and monitor the risks.

Next Meeting: [Date and Time]