**PROJECT MANAGEMENT
MEETING MINUTES TEMPLATE SAMPLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. MEETING DETAILS |  |   |   |   |
| DATE | LOCATION |   | START TIME | END TIME |
| MM/DD/YY | Conference Room B | 12:00 PM | 2:00 PM |
| ATTENDEES |  |  |
| NAME | ROLE |
| Carmen Robertson | Project Manager |
| Hasaon Bocker | Team Lead |
| Denis Vidal | Financial Analyst |
| Jose Price | Developer |
| 2. AGENDA |  |   |   |   |
| *A brief outline of the topics or agenda items for the meeting.* |
| AGENDA ITEMS | OWNER / PRESENTED BY | START TIME | DURATION |
| Review of Previous Meeting | Carmen | 12:05 PM |   |
| Status Updates | Carmen | 12:10 PM |   |
| Discussion of Project Budget | Denis | 12:20 PM |   |
| New Feature Development | Jose |   |   |
| Action Items and Next Steps | Carmen |   |   |
| Risk Management | Carmen |   |   |
| Other Business | Carmen |   |   |
| Upcoming Milestones | Jose |   |   |
| Meeting Conclusion and Next Meeting Date | Carmen |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

|  |  |  |  |
| --- | --- | --- | --- |
| 3. PREVIOUS MEETING REVIEW |   |   |   |
| *A summary of discussions and action items from the previous meeting. Include status updates on action items from the previous meeting.* |
| SUMMARY |
| Reviewed minutes from the last meeting held on September 7. |
| ACTION ITEMS AND STATUS UPDATES | OWNER / PRESENTED BY | STATUS |
| Item 1 - Prototype approval received | Carmen | Complete |
| Item 2 - Backend development nearing completion | Jose | In Progress |
| Carmen discussed the current project timeline, noting that frontend design is ahead of schedule. | Carmen | In Progress |
| Jose shared progress on the backend development, mentioning challenges with integrating external APIs. | Jose | In Progress |
| Review of UI mockups, highlighting changes based on client feedback. | Jose | In Progress |
| 4. DISCUSSION POINTS |   |   |   |
| *Include a detailed discussion of each agenda item. Include key points, decisions, and information shared during the discussion. Include any presentations or visuals shared during the meeting.* |
| AGENDA ITEM FOR DISCUSSION | DISCUSSION NOTES |
| Denis presented the latest budget report, noting that development costs are within projections. |  |
| Team discussed potential marketing expenses for the upcoming launch. | Decision: Allocate an additional budget of $10,000 for marketing efforts. |
| Jose presented a detailed plan for the new feature implementation. | New feature development |
| Discussion focused on technical feasibility and potential user impact. | Decision: Proceed with the new feature development, with weekly progress reviews. |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5. ACTION ITEMS |  |   |   |   |
| *List action items and identified during the meeting. Include responsible parties assigned to each item, due dates for each item, and note action items carried forward from previous meetings.* |
| ACTION ITEM | OWNER | DUE DATE |
| Item 3 - Finalize UI mockups and share with team | Jose | MM/DD/YY |
| Item 4 - Conduct thorough testing of software | Carmen | MM/DD/YY |
|  |  |   |
|  |  |   |
|  |  |   |
|  |  |   |
|  |  |   |
| 6. DECISIONS MADE |  |   |   |   |
| *Include a clear and concise description of decisions reached during the meeting. Include justifications or context for the decisions, if necessary.* |
| DECISIONS |
| Approve the marketing budget increase based on projected ROI - Justification: Increased marketing efforts are essential for a successful product launch. |
|   |
|   |
|   |
|   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 7. RISKS AND ISSUES |  |   |   |   |
| *Discuss any new risks or issues identified during the meeting. Include mitigation plans to address these.* |
| RISK OR ISSUE | MITIGATION PLAN |
| Identified a potential security vulnerability in the external API integration. | Perform a security audit and recommend mitigation strategies. |
|  |   |
|  |  |
|  |  |
|  |  |
| 8. NEXT STEPS |  |   |   |   |
| *Summarize key next steps agreed upon in the meeting. Include any follow-up actions or tasks to be taken before the next meeting* |
| NEXT STEPS |
| Confirm development completion by September 30, for QA testing. |
| Begin marketing campaign by October 5, targeting potential users. |
|  |
|  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 9. OTHER BUSINESS |  |   |   |   |
| *Include any additional items discussed that were not on the original agenda. Add brief descriptions and outcomes of those discussions.* |
| ADDITIONAL ITEMS | DESCRIPTION | OUTCOMES |
| Team building | Discussed the upcoming team-building retreat  | Team expressed excitement and shared ideas for team-building activities. |
|  |   |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 10. UPCOMING MILESTONES |   |   |   |
| *Include reminders of important project milestones, deadlines, or events.* |
| MILESTONES |
| Completion of Development Phase - MM/DD/YY |
| Marketing Campaign - MM/DD/YY |
|  |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| 11. MEETING CONCLUSION |   |   |   |
| *Note a brief wrap-up of the meeting discussions. Confirm the date, time, and location of the next meeting. Note any materials to be distributed before the next meeting.* |
| WRAP-UP |
| Meeting concluded with a summary of discussions and action items. |
| DATE OF NEXT MEETING | NEXT MEETING |   |  |  |
| MM/DD/YY | Conference Room A |   |  |
| 12. ATTACHMENTS OR SUPPORTING MATERIALS |   |   |
| *Link or attach relevant documents, presentations, or reports discussed during the meeting.* |
| MATERIALS |
| Links |
| 13. APPROVAL AND SIGNATURES |   |   |   |
| *Sign below to approve meeting minutes.* |
| PARTICIPANT NAME  | SIGNATURE |
| Name |  |
| Name |  |
| Name |  |
|  |  |
|  |  |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |