
Project Information

Project Name:
Customer Name:
Project Number:

Project Manager:
Start Date:
Finished Date:

General Progress

Meeting Name:
Meeting Date:
Objective:
**Meeting Leader /
Facilitator:**
Participants:
**Brief Summary /
Agenda:**

Start Time:
End Time:

Note Takers:

Topics Covered

Comment: None

Subject Area	Notes

Concerns

Comment: None

Subject Area	Notes

Decision

Comment: None

Subject Area	Notes

Guideline: The Project Information area is setup in the header, and designed to be standard for all meetings of a specific project. This helps maintain continuity of notes when placed in the Knowledge Repository.

The General Progress section may be used to identify the objectives and agenda for the meeting.