|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** | |  |  |
| **Project # / PPN:** | **Contract #:** | **Task #:** |  |

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| **Meeting #** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Start** | **End** | **Next Meeting** | **Next Time** | **Prepared By** | **Company** |
|  |  |  |  |  |  |  |

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| **Project Information** |

**Award Date:**

**NTP Date:**

**End Date:**

**Calendar Days:**

**% Complete**

**Project Status:**   **On Schedule**   **Behind**   **Ahead**

|  |  |  |
| --- | --- | --- |
| **Purpose** | **Location** | **Next Location** |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Attended By** | **Cell Phone\*** | **Email** | **Non-Attendees** | **Cell Phone\*** | **Email** |
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\* 24 hr. Emergency Contact

|  |
| --- |
| **Discussion Notes: (**Notes regarding items discussed during the meeting are added here.) |

1. xx
   1. Xx
2. Xx
   1. xx

**ACTION ITEMS TABLE** (PROJECT TASKS PER MEETING DISCUSSION ARE SHOWN IN THIS TABLE)

| **Meeting No.**  **Item No.** | **Category / Action** | **Responsible Party** | **Status**  **(Open / Closed)** | *Entry Date*  Due Date  Completion Date |
| --- | --- | --- | --- | --- |
| **A** | **XX** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **B** | **XX** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **C** | **XX** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **D** | **XX** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **E** | **XX** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **F** | **XX** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **G** | **XX** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **G** | **XX** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **H** | **XX** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **I** | **XX** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |

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| Any comments, additions, or corrections are to be submitted in writing, within five (5) business days of the issue date of these minutes. If no comments, additions, or corrections are received within five (5) business days of the issue date, these minutes shall be deemed approved, and shall be binding on all parties. |