# Attachment: Project Meeting/Discussion Notes Template

**Project Meeting/Discussion Notes** documents project meetings and typically highlights discussion items, important agreements, issues identified or resolved, and action items. This template can be used or a less formal means (e.g. email) can be used that includes similar content.



# Office of Information Technology – Project Management Office Meeting Notes

|  |  |  |  |
| --- | --- | --- | --- |
| Project: (name/number) | Location: |  |  |
| Topic: | Facilitator: |  |  |
| Date: | Call in number: |  |  |
|  |  |  |  |

Invitees/Attendees:

|  |  |  |  |
| --- | --- | --- | --- |
| invitee/attendee | attendee rep. (sub) | department | contact info |
|  | n/a |  |  |
|  | n/a |  |  |
|  | n/a |  |  |

Meeting Agenda: paste meeting agenda

Discussion Summary:

highlight:

* key discussion items
* consensus reached
* agreements made
* issues resolved
* issues opened
* risks identified
* action items

Issues opened:

|  |  |  |  |
| --- | --- | --- | --- |
| issue | owner | notes |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Action items:

|  |  |  |  |
| --- | --- | --- | --- |
| item | owner | notes |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Next meeting: date, time, location