A picture containing drawing, table

Description automatically generated

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| LOGO |

|  |
| --- |
| Organisation [Name] |
| Department [Name] |
|  |
| **<Minutes of Meeting>** |
| **Project Name>** |
|  |
| Date: <Date> |
| Doc. Version: <Version> |
|  |

Template version: 3.0.1

This artefact template is aligned with the PM² Guide V3.0

For the latest version of the templates visit:   
https://www.pm2alliance.eu/publications

The PM² Alliance is committed to the improvement of the PM² Methodology and of its supporting artefact. Project management best practices and community contributions & corrections are incorporated in the   
PM² Alliance’s artefact templates.

*A picture containing drawing

Description automatically generated*Join the PM² Alliance and visit the PM² Alliance GitHub to provide your feedback & contribution: https://github.com/pm2alliance

**Minutes of Meeting**

**Project Name>**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Title:** |  | **Meeting Date/Time:** |  |
| **Meeting Type:** |  | **Meeting Location:** |  |
| **Meeting Coordinator:** |  | **Issue Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Attendee Name** | **Initials** | **Present** | **Organisation / Email** |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Meeting Agenda** |
| *<A summary of the meeting agenda, e.g. meeting objectives and agenda items.>* |

|  |
| --- |
| **Meeting Summary** |
| *<Outline points discussed and outcomes for the meeting>* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Decisions taken** | | | |
| **Decision Id** | **Description** | **Date of Decision Taken** | **Decision Owner** |
|  |  | *dd/mm/yy* | *Initials* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Actions / ToDo Items** | | | | | |
| **Action Id** | **Creation Date** | **Description** | **Status** | **Target Resolution Date** | **Owner** |
|  | *dd/mm/yy* |  | *Open* | *dd/mm/yy* | *Initials* |
|  |  |  | *In Progress* |  |  |
|  |  |  | *Closed* |  |  |
|  |  |  | *On Hold* |  |  |

|  |  |  |
| --- | --- | --- |
| **Proposed Agenda for Next Meeting** | **Proposed Next Meeting Date:** |  |
| *List potential agenda items of the next meeting* | | |

|  |  |
| --- | --- |
| **Related Documents** | **Location** |
| XYZ.doc | U:\ProjectX\Documents\ |
|  |  |
|  |  |
|  |  |