

# Template for Project Meetings

Meeting Title:	
Date:	
Start Time:	
End Time:	
Attendees:	
Absentees:	

**1). Project goals**

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**2). Ideas and brainstorming**

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**3). High-level task distribution**

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**4). Deadlines and key project stages**

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**5). Risks and issues**

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**6). Additional comments**

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<b>Next meeting date:</b>	
<b>Person responsible for taking minutes:</b>	

**Signature of the manager:** \_\_\_\_\_