**Project meeting minutes**

|  |  |
| --- | --- |
| **Meeting / project name:** | Meeting Title |
| **Minutes prepared by:** | Name |
|  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Meeting objective** | | | | | | | |
|  | | | | | | | |
| 1. **Attendees** | | | | | | | |
| **Name** | | **Department / division** | | **Email** | | **Phone** | |
|  | |  | |  | |  | |
|  | |  | |  | |  | |
|  | |  | |  | |  | |
|  | |  | |  | |  | |
| 1. **Agenda & notes** | | | | | | | |
| **Topic** | | | | **Owner** | | **Time** | |
|  | | | |  | |  | |
|  | | | |  | |  | |
|  | | | |  | |  | |
|  | | | |  | |  | |
| 1. **Actions** | | | | | | | |
| **Action** | | | | **Action to be taken by** | | **Date to be actioned by** | |
|  | | | |  | |  | |
|  | | | |  | |  | |
|  | | | |  | |  | |
|  | | | |  | |  | |
| 1. **Next meeting** | | | | | | | |
| **Date** |  | | **Time** |  | **Location** | |  |
| **Objective** |  | | | | | | |

Tired of working with meeting agendas and meeting minutes manually? Status.net is a modern solution to share regular updates and gather insights automatically.

Status.net allows your team to share meeting summaries, discuss agendas, and send mass notifications, all with scheduled auto reminders.

[Click here to try it now for free](https://app.status.net/g/signup/plus/?utm_source=templ&utm_medium=project-meeting).