



**Meeting Summary**  
**Project Name**

<b>Meeting Subject</b>				
<b>Meeting Originator</b>				
<b>Meeting Date / Time</b>				
<b>Attendees</b>				
<b>Attendees</b>				
<b>Meeting Overview</b>				
<b>Discussions</b>				
<b>Conclusions</b>				
<b>Issues / Risks</b>				
<b>Attachments</b>				
<b>Attachments</b>				
<b>Attachments</b>				

Status	Action items	Person Responsible	Due by	Comments