MINUTES OF MEETING

PROJECT NAME			
DATE		TIME	

ATTENDEES			
ORGANISATION # 1	ORGANISATION # 2	ORGANISATION # 3	ORGANISATION # 4
Name Designation Contact Info	Name Designation Contact Info	Name Designation Contact Info	Name Designation Contact Info
Name Designation Contact Info	Name Designation Contact Info	Name Designation Contact Info	Name Designation Contact Info

NO	**ACTION ITEMS**	**ACTION BY**	**ACTION DATE**

Signed By	Signed By	Signed By	Signed By
Name	Name	Name	Name
Designation	Designation	Designation	Designation