<PROJECT NAME>

MEETING MINUTES

Meeting Date: <mm/dd/yyyy>

Meeting Location: <Location>

Approval: <Date or 'DRAFT'>

[If not yet approved, change the approval date to 'Draft']

Recorded By: <Recorder's Name>

Notes to the Author

[This document is a template of a Meeting Minutes document for a project. The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the project.

- *Blue italicized text enclosed in square brackets ([text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.*

- *Blue italicized text enclosed in angle brackets (<text>) indicates a field that should be replaced with information specific to a particular project.*

- *Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate to a specific project. These are offered only as suggestions to assist in developing project documents; they are not mandatory formats.*

When using this template, the following steps are recommended:

1. *Replace all text enclosed in angle brackets (e.g., <Project Name>) with the correct field document values. These angle brackets appear in both the body of the document and in headers and footers. To customize fields in Microsoft Word (which display a gray background when selected) select File->Properties->Summary and fill in the appropriate fields within the Summary and Custom tabs.*

   After clicking OK to close the dialog box, update all fields throughout the document selecting Edit>Select All (or Ctrl-A) and pressing F9. Or you can update each field individually by clicking on it and pressing F9.

   These actions must be done separately for any fields contained with the document's Header and Footer.

2. *Modify boilerplate text as appropriate for the specific project.*

3. *To add any new sections to the document, ensure that the appropriate header and body text styles are maintained. Styles used for the Section Headings are Heading 1, Heading 2 and Heading 3. Style used for boilerplate text is Body Text.*

Before submission of the first draft of this document, delete this instruction section "Notes to the Author" and all instructions to the author throughout the entire document.]

1 ATTENDANCE

Name	Title	Organization	Present
<Name>	<Title>	<OPDIV/Bureau/ETC>	<Y/N/Phone>

*[The usual list of attendees should be detailed here. Any guests can be added. Groups with representatives from multiple organizations (Departments, Operating Divisions, Bureaus, etc.) should detail which organization **each** attendee represents. Attendance should be marked as yes, for those attending in person, no for those absent, and phone for those attending by teleconference or other remote method.]*

2 MEETING LOCATION

Building:

Conference Room:

Conference Line:

Web Address:

3 MEETING START

Meeting Schedule Start: <HH:MM>

Meeting Actual Start: <HH:MM>

Meeting Scribe: <Name>

4 AGENDA

- **<Agenda Item 1>**
  - <Notes on discussion>
- **<Agenda Item 2>**
  - <Notes on discussion>
- **<Agenda Item 3>**
  - <Notes on discussion>
- **<And so forth…>**

[Exactly method of note taking on discussion can vary from one recorder to another. Most important is capturing the essence of the conversation. Major points raised, and by whom, should be recorded faithfully, although there is no need to capture them word for word. If the agenda is handled out of order, re-arrange the agenda items to indicate the order in which they were actually handled.]

5 MEETING END

Meeting Schedule End: <HH:MM>

Meeting Actual End: <HH:MM>

6   POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
<Action Item>	<Assignee>	<mm/dd/yy>

7   DECISIONS MADE

[Document any decisions made during the meeting

- **Decision 1**
- **Decision 2**

Etc.]

8   NEXT MEETING

Next Meeting: <Location> <Date> <Time>