Project Management Essentials

**Meeting Notes**

Template

Aug. 31, 2021

**Template Description**

**Purpose**

*The Project Meeting Notes Template is used to document and communicate notes for all project meetings. It should be used to memorialize key actions, decisions, and issues that were addressed in the meeting.*

**How to Use**

*During and especially after the meeting, fill in the fields with content arising out of meeting discussions. Meeting notes should be distributed within one business day to meeting participants, core project team members, the Business Owner, Project Sponsor, and other project participants. Store the notes in a repository for future reference.*

**Best Practice**

* *If notes are extensive, introduce a brief high-level summary section.*
* *Utilize a consistent file naming convention as the number of meeting notes can become extensive and may need to be sorted. Example: [shortprojectname\_meeting\_notes\_mm-dd-yyy.docx]*
* *Provide the agenda prior to the meeting so participants can prepare.*

Note: The PM Essentials Meeting Notes Template is customizable as you see fit, on a per project basis, meeting specific needs of the project and/or your organization’s policies. The below sections are suggestions but can be tailored as applicable.

\*\*NOTE: Please remove this page and any contents in brackets [ ] when creating your Meeting Notes\*\*

If you have any questions on PM Essentials or on project management practices, please contact DIR’s PPMO at  <ppmo@dir.texas.gov>.

Meeting Notes

[June 4, 2021] • [Meeting Time] • [Meeting Location]

| **Agenda** |
| --- |
| **1 -** |
| **2 -** |
| **3 -** |
| **4 -** |

| **Meeting Chair** |  |
| --- | --- |
| **Attendees** |  |
| **Absentees** |  |

| **Free form notes** |
| --- |
|  |

| **Action Item** | **Owner** | **Due Date** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

| **Decision** | **Resp. Party** | **Date** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

| **New Risk / Issue** | **Possible Mitigation** | **Resp. Party** |
| --- | --- | --- |
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|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Next Meeting** | **Date** |  |
| **Time** |  |
| **Location** |  |
| **Agenda** |  |