**PROJECT MANAGEMENT MEETING MINUTES FOR**

**[ORGANIZATION'S NAME]**

**I. MEETING DETAILS**

Project Manager: [PROJECT MANAGER’S NAME]

Secretary: [SECRETARY’S NAME]

Date: [DATE]

Time: [TIME]

Location: [LOCATION NAME]

Street Address: [STREET ADDRESS]

City: [CITY]

State: [STATE] Zip: [ZIP CODE]

URL or Dial-In Number: URL OR DIAL-IN NUMBER

**II. ROLL CALL**.

[ENTER WHO IS IN PRESENT AND WHO IS ABSENT]

**III. CALL TO ORDER**.

[APPROVAL OF PREVIOUS MINUTES AND THE CURRENT MEETING’S AGENDA]

**IV. OLD BUSINESS**.

[LIST ANY OUTSTANDING MATTERS, DESCRIBE THE ISSUES AND RECORD VOTES]

**V. NEW BUSINESS**.

[ANY NEW PROJECT-RELATED MATTERS, REPORTS, FINANCIAL STATEMENTS, ETC.]

**VI. SPECIAL CONSIDERATIONS**.

[INVESTORS NOTES, NOMINATIONS, OR OTHER BUSINESS MATTERS]

**VII. ADJOURNMENT**.

[APPROVAL OF MEETING MINUTES; ENTER WHEN THE MEETING ENDED]

Submitted by: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/) Print Name: [SUBMITTER'S NAME]

Approved by: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/) Print Name: [APPROVER'S NAME]