

PROJECT MANAGEMENT MEETING MINUTES FOR

I. MEETING DETAILS

Project Manager: _____

Secretary: _____

Date: _____

Time: _____

Location: _____

Street Address: _____

City: _____

State: _____ Zip: _____

URL or Dial-In Number: _____

II. ROLL CALL.

III. CALL TO ORDER.

IV. OLD BUSINESS.

V. NEW BUSINESS.

VI. SPECIAL CONSIDERATIONS.

VII. ADJOURNMENT.

Submitted by: _____

Print Name: _____

Approved by: _____

Print Name: _____

