Meeting Minutes & Action Item Template

**Global PMO Solution**

|  |  |
| --- | --- |
| **Meeting Title:** |  |
| **Date of Meeting:** |  |
| **Organization:** |  |
| **Meeting Facilitator:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Participants Names:** | Attended | Missed | Minutes Sent |
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# **Agenda**

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| --- | --- | --- |
| **Topic:** | **Description:** | **Facilitator/Presenter** |
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# **Detailed Minutes**

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| --- | --- |
| **Discussion:** |  |
| **Conclusions/Decisions:** |  |
| **Action Items – See *Follow-up Items*** | |

# Follow-up/Action Items

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Action Description** | **Category\*** | **Status\*\*** | **Action Owner** | **Assigned Date** | **Due Date** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |

*\* Category: Time, Schedule, Quality, Resource, Cost, Scope, stakeholders, compliance, Brand*

*\*\* Status: Open, closed*