Meeting Minutes & Action Item Template

**Global PMO Solution**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Participants Names:** | Attended | Missed | Minutes Sent |
|  | [ ]  | [ ]  | [ ]  |
|  | [ ]  | [ ]  | [ ]  |
|  | [ ]  | [ ]  | [ ]  |
|  | [ ]  | [ ]  | [ ]  |
|  | [ ]  | [ ]  | [ ]  |

# **Agenda**

|  |  |  |
| --- | --- | --- |
| **Topic:** | **Description:** | **Facilitator/Presenter** |
|  |       |       |
|  |       |       |
|  |       |       |
|  |       |       |
|  |       |       |

# **Detailed Minutes**

|  |  |
| --- | --- |
| **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*