Meeting Minutes

## Project Name: <Enter project name> Daily development team meeting

Meeting date: 9/10/2012

### (Previous meeting date: 7/13/2012; Next meeting date: 7/17/2012)

Meeting Time: 8:00 – 9:00 AM CST

Location: <Physical location name or Online>

# Attendees

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Organization | Project Role/Title | Invited | Present |
| Person 1 | Netspective | Project manager | Organizer | Yes |
| Person 2 | Development team | Project manager | Yes | Yes |
| Person 3 | Netspective | Architect | Yes | Yes |
| Person 4 | Development team | Development lead | Yes | Yes |
| Person 5 | Development team | Developer 1 | Optional | No |

Discussions

 Item 1

* Important points discussed  Item 2
* Important points discussed

# Decisions

1. Decision 1
2. Decision 2

# Action Items

Completed: *(Action items completed since last meeting)*

1. [Name] action item
2. [Name] action item

### New: (Action items identified in this meeting)

1. [Name] action item 1
2. [Name] action item 2

Carried over: *(Previously identified action items not yet completed)*

1. [Name] action item
2. [Name] action item

Minutes prepared by: [ Name / Date ]

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