

**Project:**



**MEETING MINUTES**

**Date** :

<b>Project Leader Name and Contact Telephone Number:</b>	
Chairperson Name:	
Chairperson Telephone Number:	
Minutes agreed as correct on (Date): by (Name):	
Minutes agreed as correct on (Date): by (Name):	
<b>Attendance:</b>	
Name:	Signature:

*(Attach full attendance register if more people attended the meeting than allowed for here)*

**Decisions and Actions:**

Task Number and Description:	Action:	Responsible Person:	By when (Date):

**NOTES:**

*(Add more pages or full set of minutes if necessary)*