

Company Name(s):

Date:

Meeting Location:

Time:

Attendees:

Attendee 1:

Organizer:

Attendee 2:

Meeting Facilitator:

Attendee 3:

Note Taker:

Attendee 4:

Notes from previous meeting:

Please come prepared with:

Time	Agenda Item	Owner/Presenter	Deliverables	Next Steps
	Introductions			
	Project pitch/vision			
	Project Scope			
	Roles			
	Timelines			
	Communication strategy			

Summary & Action Items: