

Meeting Minutes

Project:

Date:

Attendees:

Name	Role	Present (✓)

Tentative Agenda:

- High-level overview of current status
- Upcoming Milestones & Step Submissions
- Schedule
- Budget
- CCO's / CO's / Value Engineering
- Issues
- Outstanding Items
- Necessity for a sooner follow-up meeting
- Round table (as time permits)

Discussion Summary:

Action Items

Current Status:		
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Milestones:		
Schedule:		
Budget:		
CCO/CO's/ Value Engineering:		
Issues:		
Outstanding Items:		
Round Table		

Action Items:

Action Item	Responsible	Due Date

Next Meeting:

Date:

Time: