

## MEETING MINUTES

PROJECT	Name of the project
TOPIC	Topic of the meeting
DATE	eg. 20/8/2019
TIME	eg. 10:30 – 11:30
LOCATION	Perpetuum mobile
WRITTEN BY	Filip Radulović
ATTENDEES	<ol style="list-style-type: none"> <li>1. Filip Radulović (Perpetuum, Project Manager)</li> <li>2. Name Surname (Company, Position)</li> </ol>
SENT TO	All under attendees

### Revision history:

Version:	Date:	Change description:	Written by:
1.0	20/8/2019	-	Filip Radulović

### Actions:

ID	Action:	Responsible:	Due date:
A 1.	Send a project finish report	Filip Radulović	20/8/2019

### Conclusions:

ID	Conclusion	Approved by:
C 1.	Project finish report has to refer to the risk register of the Project Plan	Name Surname

### Notes:

Essay style notes from the meeting.
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### Attachments:

ID	Attachment:
A 1.	Project Plan v2.3

# Meeting Template

## MEETING AGENDA

<b>Meeting/Project Name:</b>			
<b>Date of Meeting:</b> (MM/DD/YYYY)		<b>Time:</b>	
<b>Meeting Facilitator :</b>		<b>Location:</b>	

### 1. Meeting Objective

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### 2. Attendees

Name	Department/Division	E-mail	Phone

### 3. Meeting Agenda

Topic	Owner	Time

### 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Prepared by

<b>Meeting/Project Name:</b>	Executive Committee Meeting		
<b>Date of Meeting:</b>		<b>Time Scheduled:</b>	2:00 PM
<b>Meeting Called By:</b>		<b>Time Called To Order:</b>	2:00 PM
<b>Minutes Prepared By:</b>		<b>Location:</b>	Conference Call
<b>Minutes Approved By:</b>		<b>Date Minutes Approved:</b>	
<b>1. Meeting Objective</b>			
<b>2. Attendance at Meeting</b>			
<b>Name</b>		<b>Organization/Title</b>	<b>Status</b>
Jessica Paxton		Chairman – LPAR	Present
Rodger Paxton		Secretary – LPAR	Present
Dr. Michael Pakko		Treasurer – LPAR	Present
Katheen Wikstrom		Vice Chair - LPAR	Not Present
Eileen Walton		First District Rep – LPAR	Not Present
Brian Shank		Second District Rep – LPAR	Not Present
David Pangrac		Third District Rep – LPAR	Present
David Dinwiddie		Fourth District Rep – LPAR	Present
<b>3. Administration</b>			
<b>Topic</b>			<b>Time</b>
Call to order Jessica Paxton			2:00
Roll call Rodger Paxton			2:00
Approval of agenda Jessica Paxton			
<b>4. Old Business</b>			
<b>Topic</b>			<b>Time</b>
Approval of minutes from last meeting (if applicable)			N/A
Tabled Business from last meeting (if applicable)			N/A

## Project meeting minutes

Meeting / project name:	Meeting Title
Minutes prepared by:	Name

### 1. Meeting objective

### 2. Attendees

Name	Department / division	Email	Phone

### 3. Agenda & notes

Topic	Owner	Time

### 4. Actions

Action	Action to be taken by	Date to be actioned by

### 5. Next meeting

Date	Time	Location
Objective		