

Sample Meeting Minutes

From: <Project Manager>

To: Meeting Participants; Staff Who Does Not Attend, But Needs To Be Appraised Of Meeting Results

Subject: Meeting Minutes - <Meeting Name> - <Project Name>

Action Items

- Feature definition draft by 2/1/2017 (John)
- Finalize choice of IP 2/1/2017 (Barbara)
- ...

New action items + old action items carrying over from last meeting

Decisions Made

- product feature freeze date set to 3/1/2017
- design review date set to 4/1/2017
- product tapeout date set to 5/1/2017
- ...

Decisions made at this meeting

Attendees

- John, Barbara, Stacy
- ...

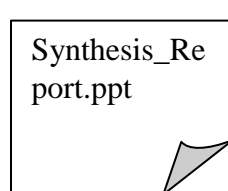
List of meeting attendees

Action Items from Previous Meeting

- feature definition by 1/15/2017 (John)
- ~~set up synthesis tool flow 1/1/2017 (Barbara)~~
- ...

Copy of last meeting's action item list. Item crossed-out indicates that item has been completed.

Attachments



Documents reviewed at the meeting

<Company Name> Confidential and Proprietary

Standard footer for internal communications