

bunker toolbox

PROJECT COMMUNICATIONS



TEAM MEETING

(Held each _____, _____ - _____, _____)

Date of this meeting: _____

Team members present (Y/N):

Owner, _____ Contractor, _____ Architect _____

Subs, _____

Items discussed, decisions reached:

Item no.	Item	Status	Started	Due	Responsible
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Topics & Action Items for next meeting:

<i>Item no.</i>	<i>Item</i>	<i>Status</i>	<i>Started</i>	<i>Due</i>	<i>Responsible</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Recorded by: _____

Distribution: Team Members +
