

TEAM MEETING

( Held each \_\_\_\_\_, \_\_\_\_\_ - \_\_\_\_\_, \_\_\_\_\_ )

Date of this meeting: \_\_\_\_\_

Team members present (Y/N):

Owner, \_\_\_\_\_ Contractor, \_\_\_\_\_ Architect \_\_\_\_\_

Subs, \_\_\_\_\_

Items discussed, decisions reached:

<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					

Topics for next meeting:

Action Items:

<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					

Recorded by: \_\_\_\_\_

Distribution:

Team Members + \_\_\_\_\_

\_\_\_\_\_