



MEETING MINUTES

Project Name:
Architect or
Engineering Firm:
SRP Project No:
Meeting Location:

Meeting:
Architect and/or
Engineer
Date:
Start Time:

Next Meeting Date: TBD

ATTENDEES

<i>Company</i>	<i>Name</i>	<i>Initials</i>	<i>Attended</i>	<i>Phone No.</i>	<i>E-Mail Address</i>

DISCUSSION

OLD BUSINESS

<i>ITEM</i>	<i>Description</i>	<i>Responsible</i>	<i>Due Date</i>	<i>Closed</i>

NEW BUSINESS

<i>ITEM</i>	<i>Description</i>	<i>Responsible</i>	<i>Due Date</i>	<i>Closed</i>

The meeting minutes are presumed accurate, complete and a full account of the items discussed, direction provided and conclusions determined unless the minutes are modified at the next scheduled meeting.

Prepared by: