

## Meeting Logistics

|                    |   |               |  |                  |  |
|--------------------|---|---------------|--|------------------|--|
| <b>Project</b>     |   |               |  |                  |  |
| <b>Topic</b>       | • |               |  |                  |  |
| <b>Date</b>        |   | <b>Time</b>   |  |                  |  |
| <b>Location</b>    |   | <b>Room #</b> |  | <b>Call-in #</b> |  |
| <b>Facilitator</b> |   | <b>Scribe</b> |  |                  |  |

## Discussion Items and Summary

| ID | Discussion Item/Summary      | Facilitator |
|----|------------------------------|-------------|
| 1  | Discussion item<br>• Summary |             |
| 2  |                              |             |
| 3  |                              |             |

## Issues/Risks

| ID | Issue/Risk and Description | Owner | Importance <sup>1</sup> | Date Entered | Date to Review |
|----|----------------------------|-------|-------------------------|--------------|----------------|
| 1  |                            |       |                         |              |                |

## Action Items

| ID | Decision Description | Comments | Owner | Status |
|----|----------------------|----------|-------|--------|
| 1  |                      |          |       |        |
| 2  |                      |          |       |        |
| 3  |                      |          |       |        |

## Decisions Made

| ID | Action Item | Owner | Status <sup>2</sup> | Date Entered | Planned Completion |
|----|-------------|-------|---------------------|--------------|--------------------|
| 1  |             |       |                     |              |                    |
| 2  |             |       |                     |              |                    |
| 3  |             |       |                     |              |                    |

## Invited Participants

| ID | Name | Title | Department | Attend <sup>3</sup> |
|----|------|-------|------------|---------------------|
| 1  |      |       |            | √                   |
| 2  |      |       |            |                     |
| 3  |      |       |            |                     |

### Note:

<sup>1</sup> 5 : blocker; 4: critical; 3: high; 2: moderate; 1: minimal/minor

<sup>2</sup> Open; closed

<sup>3</sup> √: attended meeting; N: not present; S: sent representative