



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

Company	Name	Initials	Attended	Phone No.	E-Mail Address

DISCUSSION

OLD BUSINESS

ITEM	Description	Responsible	Due Date	Closed

NEW BUSINESS

ITEM	Description	Responsible	Due Date	Closed

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: