**Introduction to the Meeting Agenda
and Meeting Minutes Template**

Meetings are a very useful and effective way to develop communication and collaboration on a project team. To help facilitate meetings, agendas and minutes are useful tools to communicate purpose, participants, objectives, and decisions.

Preparing and distributing a meeting agenda has many benefits and makes the meeting more effective. These include ensuring participants are notified in advance of the meeting’s agenda items, location, time, expected duration, invited participants, and remote access information (if applicable). The agenda may define an overall objective for the meeting including topics and action items to be discussed and who is responsible.

Completing meetings minutes can be equally important to having effective meetings. By documenting notes, action items, and decisions made, it ensures that all participants have the same understanding of the outcomes (or be able to react if they have a different understanding). It also can help hold the participants accountable for those outcomes and decisions.

Remember that it is important to complete and distribute both the agenda and the minutes to participants timely in order to be the most effective. Send agendas out a few days before the meeting, and complete the minutes and distribute as soon as possible so that any discussions that occurred during the meeting are still fresh on their minds.

The following sections are constructed to match the suggested structure for a project meeting agenda and project meeting minutes. Instructions and descriptions are provided to help in the development.

Template style conventions are as follows:

| **Style** | **Convention** |
| --- | --- |
| Normal text | Indicates placeholder text that can be used for any project. |
| [Instructional text in brackets] | Indicates text that is be replaced/edited/deleted by the user] |
| *Example text in italics* | *Indicates text that might be replaced/edited/deleted by the user* |

As you complete the template, please remember to delete all instructional text (including this section) and update the following items, as applicable:

* title page
* version history
* table of contents
* headers
* footers

Update the document to a minor version (e.g., 1.1, 1.2) when minimal changes are made and a major version (e.g., 2.0, 3.0) when significant changes are made.

**Project Sample Library:**

The CA-PMF has a Project Sample Library that contains real-world project artifacts from approved projects that you can reference to help you complete CA-PMF templates. Visit the [CA-PMF website](http://capmf.cio.ca.gov/) to access the Project Sample Library.

1. Introduction

**Agendas**

[The Project Meeting Agenda provides advance notice to meeting participants and other Stakeholders about the meeting’s overall objectives, agenda/action items, location, time, expected duration, invited participants, and remote access information (if applicable). The agenda clearly and formally defines in advance the topics and action items to be discussed and acted upon, and who is responsible for each presentation. The agenda should be distributed well in advance of the meeting so that participants can familiarize themselves with the subject matter. In some cases, organizational or state policies may control how far in advance a meeting agenda must be published and distributed.]

**Minutes**

[Project Meeting Minutes concisely document the actions of the referenced project meeting. Once drafted, meeting minutes may be reviewed and approved by the meeting facilitator or presented to the next meeting of the same group/purpose for review, discussion, and approval.

A good practice is that the minutes should clearly document the decisions and action items from a meeting rather than try to capture all of the participants’ discussions. Meeting minutes can make use of much of the information already gathered for the meeting agenda. However, the minutes should record the attendees who actually participated in the meeting either in person or remotely (as opposed to all of those invited to attend the meeting).

Minutes should also accurately record decisions and actions taken. This includes new and completed action items and their owners, and any other significant activities and discussion items. If no action is taken on a particular agenda item or an item is delayed until a future meeting, the minutes should reflect this.

The approved minutes can then be distributed to all meeting participants, project managers and other interested Stakeholders. Good minutes help coordinate and document project work and drive meeting action towards product completion.]

**Template**

[In the template and tables below, enter the agenda information as it pertains to your meeting. Expand or adjust the tables to accommodate your specific project and meeting information.

Once your meeting has concluded use your agenda as a starting point to develop the meeting minutes. Additional information may need to be added including items that may not have been on the agenda.]

**[Insert Meeting Title]**

Date: [Day, Month Date, Year] Location: [Address or Building and Floor of Meeting]

Time: [Start – End time] Room: [Room name or number]

Conference Call Information:

[Meeting phone number, ID number, password and/or web link]

Meeting Objective/Purpose: [Insert overall objective(s)/goals of meeting]

Additional Resources: [Identify material distributed for review or other sources of information that will be useful in support of the meeting objective]

Facilitator: [Insert name]

Meeting Attendees:

| **Name** | **Organization/Title/Contractor/Team** | **Attendance** |
| --- | --- | --- |
| [Insert Name of Each Invitee] | [Insert organization, office and/ or name of project team/role the attendee represents] | [Enter “Y” for yes and “N” or no] |
| *John Smith* | *Project Management Office, Test Project, Scribe* |  |
|  |  |  |
|  |  |  |

| **Agenda Items** |
| --- |
| **Item #** | **Topic** | **Owner/Presenter** | **Scheduled Time** | **Notes** |
| [Insert number] | [Insert name of agenda item topic/subject] | [Insert name] | [Insert scheduled beginning and end time for agenda item] | [Insert any notes captured during the meeting, including decisions made] |
| *1* | *Discussion/Approval of previous meeting’s minutes* | *John Smith* | *10:00 – 10:05 a.m.* |  |
| *2* | *Review open action items* | *Jane Doe* | *10:05 – 10:15 a.m.* |  |
|  |  |  |  |  |
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| **Action Items** |
| --- |
| **Item #** | **Description** | **Date Assigned** | **Owner** | **Target Completion Date/Completion Date**  | **Status** |
| [Insert no.] | [Insert brief name/description of action item] | [Insert Date the action item was identified/ assigned] | [Insert the name of the person assigned to complete the action item] | [Insert completion/completion target date] | [State whether it is open or closed] |
| *8* | *Complete test scripts #10A and 10B* | *10/22/2016* | *Mark West* | *Action item to be completed 11/14/2016* | *Open* |
|  |  |  |  |  |  |
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| **Schedule of Future Meetings (Subject to Change)** |
| --- |
| **Date** | **Time**  | **Location**  | **Tentative Goal/Objectives** |
| [Insert date of scheduled meeting = xx/xx/xxxx] | [Insert time of schedule meeting] | [Insert expected location and/or room of scheduled meeting] | [List the goals/objects tentatively planned for the scheduled meeting] |
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