

Project Closure Meeting Minutes

Project Name: _____

Date: _____

Prepared By: _____

Location: _____

Attendees: _____

Agenda

- _____
- _____
- _____

Key Discussion Points

- _____
- _____
- _____

Achievements & Deliverables

- _____
- _____

Lessons Learned

- _____
- _____

Outstanding Actions

Action Item	Owner	Due Date
_____	_____	_____
_____	_____	_____

Sign-Off

Project Manager: _____

Sponsor / Client: _____

Date: _____