

# Project Oversight Board Meeting Minutes

Project Name

Meeting Date

Location

Time

Minutes Prepared By

## Attendees

Name	Role	Present
<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>

## Agenda

List agenda items discussed...

## Minutes / Discussion Summary

Summarize the main points discussed...

## Decisions Made

Decision	Responsible	Due Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Action Items

Action Item	Responsible	Due Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Next Meeting

Date

Time

Location