

Change Review Meeting Minutes

Date	<input type="text"/>
Time	<input type="text"/>
Facilitator	<input type="text" value="Enter name"/>
Attendees	<input type="text" value="List attendees"/>

Change Requests Reviewed

ID	Title/Description	Owner	Type	Risk Level	Status	Decision	Action Items
<input type="text" value="CR-001"/>	<input type="text" value="Short description"/>	<input type="text" value="Owner"/>	<input type="text" value="Type"/>	<input type="text" value="Risk"/>	<input type="text" value="Open/Closed"/>	<input type="text" value="Approved/Rejected"/>	<input type="text" value="Describe actions"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Discussion Notes

Summarize key discussions, concerns, and decisions

Risks & Mitigations

List risks identified & mitigation strategies

Next Steps & Action Items

- Action item 1
- Action item 2
- Action item 3

Follow-Up/Review Items

Any items for follow-up in next meeting