

# Change Review Meeting Minutes

Date

Time

Facilitator

Enter name

Attendees

List attendees

## Change Requests Reviewed

ID	Title/Description	Owner	Type	Risk Level	Status	Decision	Action Items
CR-001	Short description	Owner	Type	Risk	Open/Clos	Approved/	Describe a

## 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