

Cross-Functional Project Team Meeting Minutes

Date:	[YYYY-MM-DD]	Time:	[HH:MM - HH:MM]
Location:	[Conference Room / Online Link]	Facilitator:	[Name]
Note Taker:	[Name]	Project:	[Project Name]

Attendees

- [Name 1] â€“ [Role/Department]
- [Name 2] â€“ [Role/Department]
- [Name 3] â€“ [Role/Department]
- [...]

Agenda

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]
- [...]

Discussion & Decisions

Topic	Discussion Summary	Decisions/Outcomes
[Topic 1]	[Brief discussion details]	[Decision and responsible parties]
[Topic 2]	[Brief discussion details]	[Decision and responsible parties]
[...]		

Action Items

Action Item	Owner	Due Date	Status
[Task 1]	[Name]	[YYYY-MM-DD]	[Open / In Progress / Complete]
[Task 2]	[Name]	[YYYY-MM-DD]	[Status]
[...]			

Next Meeting

Date:	[YYYY-MM-DD]	Time:	[HH:MM]
Location:	[TBD / Online Link]		