

# 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]