

Project Steering Committee Meeting Minutes

Project Title

Meeting Date

Location

Chairperson

Attendees

Name	Position/Role	Organization	Present?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Agenda Items

Agenda Item	Discussion / Notes	Action Needed	Responsible	Due Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Key Decisions Made

Next Steps / Action Items

Next Meeting Date & Location

Minutes Prepared By