

# Weekly Project Progress Meeting Minutes

Project Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_

## Attendees

Name	Role	Organization

## Agenda

- \_\_\_\_\_
- \_\_\_\_\_

## Discussion & Updates

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Action Items

Action	Responsible	Due Date	Status

## Next Meeting

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_

## Notes

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