

# Construction Team Scheduling Meeting Minutes

Date	
Time	
Location	
Facilitator	
Note taker	
Attendees	
Absentees	

## Agenda

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## Previous Action Items Review

Action Item	Responsible	Status/Notes

## Current Discussion Items

- Topic:  
Discussion Summary:
- Topic:  
Discussion Summary:

## Project Schedule Updates

Task/Phase	Responsible	Start Date	End Date	Status

## New Action Items

Action Item	Responsible	Deadline

## Next Meeting

Date	
Time	
Location	

## Additional Notes