

Design Review Meeting Minutes

Construction Project

Project Name: _____ **Project No.:** _____
Location: _____ **Date:** _____
Meeting No.: _____ **Time:** _____
Prepared by: _____ **Revision:** _____

Attendees

Name	Organization	Role	Email/Contact

Agenda

- 1.
- 2.
- 3.

Discussion & Decisions

Item No.	Discussion Point	Decision/Action	Responsible	Deadline

Action Items

Action Item	Responsible	Target Date	Status

Next Meeting

Date	Time

Prepared by _____

Reviewed by _____

Approved by _____