

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
Location	

Prepared by

Reviewed by

Approved by