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## Meeting Minutes

**Meeting:** [Project Kickoff / Weekly Standup / Steering Review]  
**Date & Time:** [Friday, May 30, 2026 – 10:00–11:00 AM ET]  
**Location:** [Conference Room A / Google Meet – link]  
**Attendees:** [Name (role), Name (role), Name (role)]  
**Absent:** [Name (role) – regrets, Name (role)]  
**Minutes by:** [Recorder Name]

### 1 Agenda

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1. [Review of prior action items and outstanding decisions]
2. [Topic #1 – e.g. timeline and milestone confirmation]
3. [Topic #2 – e.g. budget / scope adjustment]
4. [Topic #3 – e.g. risks and blockers]
5. [Open floor / new business]

### 2 Discussion

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#### 2.1 [Topic #1 – Timeline & Milestones]

[Summary of the conversation: what was presented, the key points raised, and any data or context shared. Capture substance, not transcript.]

- [Point raised by Name – e.g. Phase 1 delivery slipped one week due to [dependency].]
- [Counterpoint / clarification – e.g. revised date still inside the contracted window.]

#### 2.2 [Topic #2 – Budget & Scope]

[Summary of the discussion – the proposal on the table, the trade-offs weighed, and where the group landed or where it stalled.]

- [Figure / fact discussed – e.g. additional [\$X] for [added scope item].]
- [Concern flagged – e.g. impact on [Q3 forecast] to be confirmed offline.]

#### 2.3 [Topic #3 – Risks & Blockers]

[Summary of the risks surfaced, their likelihood and impact as the group assessed them, and any mitigations proposed.]

- [Risk – e.g. [third-party API] availability not yet confirmed.]
- [Mitigation – e.g. fallback to [alternative] if not resolved by [date].]

### 3 Decisions

#### Decisions Made

- **[Decision #1]** – [what was agreed, and by whom (e.g. unanimous / by [sponsor]’s call)].
- **[Decision #2]** – [agreed approach and effective date].
- **[Decision #3]** – [scope/budget ruling and rationale in one line].

**Deferred:** [Any item explicitly tabled, with the reason and the date it will be revisited.]

### 4 Action Items

Owner	Action	Due
[Name]	[Draft revised timeline and circulate for sign-off]	[Jun 3]
[Name]	[Confirm added-scope budget with finance]	[Jun 4]
[Name]	[Verify third-party API availability; report back]	[Jun 2]
[Name]	[Update project tracker with today’s decisions]	[May 30]
[Name]	[Schedule follow-up with [stakeholder]]	[Jun 5]

Owners are accountable for their items by the stated due date; raise blockers in the team channel before the date, not after.

### 5 Next Meeting

#### Next Meeting

**Date & Time:** [Friday, June 6, 2026 – 10:00 AM ET]  
**Location:** [Same – Conference Room A / Google Meet]  
**Focus:** [Review action-item progress; [Topic #4] deep-dive]

**Pre-read:** [Any document or data participants should review beforehand, with a link and a one-line note on why it matters.]