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|  |  |  |  |  | [Company Name] |
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| Construction Meeting Minutes |  |
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| **Project Name** |   |  |  |
| **Meeting Date** |   |  |  |
| **Location** |   |  |  |
| **Duration** |   |  |  |
| **Meeting Purpose** |   |  |  |
|  |  |  |  |  |  |  |
| **IN ATTENDANCE** |
| **Attendee's Name** | **Dept./Company** | **Contact Information** |
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| **AGENDA** |
| **Agenda Item** | **Owner** |
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| **TAKEAWAYS** |
| **Action Item** | **Owner** |
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| **NEXT MEETING** |  |  |
| **Project Name** |   |  |  |
| **Meeting Date** |   |  |  |
| **Location** |   |  |  |
| **Meeting Purpose** |   |  |  |