

[Company Name]

# Construction Meeting Minutes

<b>Project Name</b>	
<b>Meeting Date</b>	
<b>Location</b>	
<b>Duration</b>	
<b>Meeting Purpose</b>	

## IN ATTENDANCE

<b>Attendee's Name</b>	<b>Dept./Company</b>	<b>Contact Information</b>

## AGENDA

<b>Agenda Item</b>	<b>Owner</b>

## TAKEAWAYS

<b>Action Item</b>	<b>Owner</b>

## NEXT MEETING

<b>Project Name</b>	
<b>Meeting Date</b>	
<b>Location</b>	
<b>Meeting Purpose</b>	