

[Company Name]

Construction Meeting Minutes

| | |
|------------------------|--|
| 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 | |