

Date Planned:	24/05/2011
Time:	4:00 pm
Duration:	1 hour
Location:	Xxxxxx Office
Meeting Called By:	Project Team
Meeting Purpose:	<ul style="list-style-type: none">• Review Project Status• Discuss Project Progress
Scribe:	JBB
Attendees:	JBB

Agenda

- 1. Item 1 [JBB]
- 2. Item 2 [ALL]
- 3. General Discussion Time [ALL]
- 4. Summarize Decisions taken [ALL]

Background Information Required for Meeting

Document here any background information required to bring or research for this meeting.