

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

**Agenda**

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

**Background Information Required for Meeting**

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

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## Minutes

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### 1 – Item 1

- Bullet 1
- Bullet 2

### 2 – Item 2

- Bullet 1
- Bullet 2

### 3 – General Discussion Time

No other items

### 4 – Summarize Decisions Taken