

Meeting Minutes

Meeting Minutes is one of the project management document you can create with our [project management lifecycle software](#).

Minutes are record of a meeting. They describe the events and conclusions of a meeting and include a list of attendees, objectives and agenda items.

This article shows you how to develop a Meeting Minutes.

Activity 1: Create Meeting Minutes

Provide a summary of meeting, which includes the date and time, location, person who prepared, facilitated, attended, took notes and kept time in the meeting.

The screenshot shows the 'E-Octopus * - Visual Paradigm Enterprise' application window. The 'Minutes Form' is open, showing a 'Timekeeper' field with the name 'Edward K. Zimmerman'. Below this, there are two main sections: 'Meeting Objectives' and 'Agenda Items'.

Meeting Objectives

Meeting Objectives: Collect feedback from project participants, discuss with them so that Lessons Learned are captured and issues are analyzed.

Agenda Items

Topic	Presenter	Time allotted	Discussion	Conclusions	Action Items (with Responsible Person)
Review of work done	Harvey C. Place	45 mins	N/A	N/A	N/A
Team sharing and lessons learned	Harvey C. Place	60 mins	Problems faced, possible solutions, lessons learned, other valuable advice for future project teams	The project was complete pretty smoothly with little hardships.	Harvey C. Place will document the lessons learned based on the discussion.
Discussion of post deployment activities	Harvey C. Place	30 mins	Project transition planning, post implementation planning, maintenance plan	N/A	Harvey C. Place will document the closeout report based on the discussion.