

Minutes of the X Team Meeting

hh:mm - hh:mm {AM,PM}, dd Month yyyy

Present:

Absent:

Excused::

The following are instructions for using this template; delete these instructions after use.

1. Record meeting minutes in a separate file for each meeting; name each file "ddmmmyy.html", e.g.,
30mar04.html

If more than one meeting is held on the same day, suffix each file name with "a", "b", "c", as necessary. E.g., 30mar04a.html, 30mar04b.html. Store these files in the project directory

administration/minutes/

2. Fill in your team name where "X" appears above.
3. Fill in "hh:mm - hh:mm {AM,PM}, dd Month yyyy" with the time and date of the meeting, e.g.,
1:40 - 2:00 PM, 30 March 2004.
4. Fill in the **Present:** line with the names of those who attended the meeting.
5. Fill in the **Absent:** line with the names of those who did not attend the meeting who should have (i.e., missing team members).
6. Fill in the **Excused:** line with the names of those who did not attend the meeting who had a valid reason not to attend and who notified at least one team leader in advance that the meeting would be missed.
7. Organize the minutes based on the itemized list of topics from the agenda, plus any new topics that are discussed; record succinctly the discussion of each topic.
8. As necessary, conclude the minutes with a list of *Action Items*, including the person(s) responsible for completing the items. Note that action items need not record all of the normal work duties of team members, where normal work means that prescribed in the milestone schedule. Action items are specific tasks to be completed other than normal work, or certain normal work duties that require immediate attention due to neglect or other reasons that caused a delay of completion.