|  |
| --- |
|  |
|   | **Project Name:** | Data Center Upgrade | **Date:** | 09/25/2020 |   |
|   | **Meeting Purpose:** | Initial contact with client's IT sector | **Start:** | 9:00 AM |   |
|   | **Place:** | Conference Hall | **End:** | 10:00 AM |   |
|   |   |   |   |   |   |   |   |   |
|   | Attendees |   |
|   |   |   |   |   |   |   |   |   |
|   | Name | Department/Company | Email | Phone |   |
|   | Rod Wood | Development | rod.wood@projectm.com | (555) 123 456789 |   |
|   | Jeremy Covington | CEO | jeremy.covington@projectm.com | (555) 999 456789 |   |
|   |  |  |  |  |   |
|   |  |  |  |  |   |
|   |  |  |  |  |   |
|   |  |  |  |  |   |
|   |   |   |   |   |   |   |   |   |
|   | Agenda & Notes |   |
|   |   |   |   |   |   |   |   |   |
|   | Topic | Owner | Time |   |
|   | Topic description here | Jeremy Covington | 30min |   |
|   |  |  |  |   |
|   |  |  |  |   |
|   |  |  |  |   |
|   |   |   |   |   |   |   |   |   |
|   | Actions |   |
|   |   |   |   |   |   |   |   |   |
|   | Action | To be Taken by | Due Date |   |
|   | Action No.1 | Rod Wood | 09/26/2020 |   |
|   |  |  |  |   |
|   |  |  |  |   |
|   |  |  |  |   |
|   |   |   |   |   |   |   |   |   |
|   | Next Meeting |   |
|   |   |   |   |   |   |   |   |   |
|   | **Date:** | 09/28/2020 | **Time:** | 10:00 AM |  **Location:** | Microsoft Road |   |
|   |   |   |   |   |   |   |   |   |
|   | **Objective:** | Project timeline adjustment |   |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |    [**© TemplateLab.com**](https://templatelab.com/) |   |