

**FILL IN ALL INFORMATION INDICATED IN RED  
DUE WITHIN 48 HOURS OF MEETING  
REMEMBER TO SEND ALL MEETING MINUTES TO BOB, YOUR  
DEPARTMENT PRINCIPAL, & YOUR PROJECT TEAM**

## Meeting Minutes

**FILL** Meeting Date: xx/xx/2023      **Project No.:** 230xx.0x      **Prepared By:** xxx  
**OUT** Meeting Time: X a/pm      **Project Name:** xxx      **Prepared Date:** xx/xx/2023  
**ALL** Meeting Location: xxx      **Project Phase:** xxx  
**INFO** Meeting No.: x of x **(TOTAL NUMBER OF CONTRACTED MEETINGS)**

ATTENDEE	COMPANY	ROLE	PRESENT
	<b>FILL ALL ATTENDEES IN THIS TABLE</b>	Client	<b>CHECK WHO IS PRESENT</b>
	Robert Hidey Architects	Architect	
	Robert Hidey Architects	Architect	

**1.0** ITEM: **RESPONSIBLE PARTY:** **DUE** **STATUS**

1.01	<b>ALL COLUMNS ARE REQUIRED FOR EACH ITEM LISTED</b>	Date	Select
1.02		Date	Select
1.03		Date	Select
1.04		Date	Select
1.05		Date	Select

**DROP  
DOWN  
BOX**

**2.0** ITEM: **RESPONSIBLE PARTY:** **DUE** **STATUS**

2.01		Date	Select
2.02		Date	Select
2.03	<b>ROWS CAN BE ADDED BY RIGHT CLICKING THE ROW HEADING OF AN EXISTING ROW, SELECT COPY, CLICK THE ROW HEADING BELOW WHERE YOU WANT TO ADD THE ROW, AND SELECT INSERT COPIED CELLS</b>	Date	Select
2.04		Date	Select
2.05		Date	Select

**3.0** ITEM: **RESPONSIBLE PARTY:** **DUE** **STATUS**

3.01		Date	Select
3.02		Date	Select
3.03		Date	Select
3.04	<b>ROWS CAN BE REMOVED BY RIGHT CLICKING THE ROW HEADING FOR THE ROW YOU WISH TO DELETE, AND SELECTING DELETE</b>	Date	Select
3.05		Date	Select

4.0	ITEM:	RESPONSIBLE PARTY:	DU <sup>E</sup>	STATUS
4.01	<b>TABLES CAN BE DELETED BY SELECTING THE ROW HEADERS FOR THE ENTIRE TABLE, RIGHT CLICK, AND SELECT DELETE</b>		Date	Select
4.02			Date	Select
4.03	<b>TABLES CAN BE ADDED BY SELECTING THE ROW HEADERS FOR AN EXISTING TABLE, RIGHT CLICK, SELECT COPY, CLICK THE ROW HEADING BELOW WHERE YOU WANT TO ADD THE TABLE, AND SELECT INSERT COPIED CELLS</b>		Date	Select
4.04			Date	Select
4.05			Date	Select

5.0	OUTSTANDING ITEMS: <b>REQUIRED</b>	RESPONSIBLE PARTY:	DU <sup>E</sup>	STATUS
5.01	*Copy items here that are not completed off the last meeting minutes issued.		Date	Select
5.02			Date	Select
5.03			Date	Select
5.04			Date	<b>Select</b>
5.05			Date	<b>Select</b>

6.0	SCHEDULE: <b>REQUIRED</b>	RESPONSIBLE PARTY:	DU <sup>E</sup>	STATUS
6.01	*Important Dates.		Date	Select
6.02			Date	Select
6.03			Date	Select
6.04			Date	<b>Select</b>
6.05			Date	<b>Select</b>

\* Red Notes = Past due items

This concludes the meeting minutes.

Please submit comments/corrections to **Project Manager** for final recording by **xx/xx/2023**.

Thank you.

**UPDATE BEFORE  
FINALIZING**