

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

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

1.0	ITEM:	RESPONSIBLE PARTY:	DUE	STATUS
1.01	ALL COLUMNS ARE REQUIRED FOR EACH ITEM LISTED		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	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		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	ROWS CAN BE REMOVED BY RIGHT CLICKING THE ROW HEADING FOR THE ROW YOU WISH TO DELETE, AND SELECTING DELETE		Date	Select
3.04			Date	Select
3.05			Date	Select

4.0	ITEM:	RESPONSIBLE PARTY:	DUE	STATUS
4.01	TABLES CAN BE DELETED BY SELECTING THE ROW HEADERS FOR THE ENTIRE TABLE, RIGHT CLICK, AND SELECT DELETE		Date	Select
4.02			Date	Select
4.03	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		Date	Select
4.04			Date	Select
4.05			Date	Select

5.0	OUTSTANDING ITEMS: REQUIRED	RESPONSIBLE PARTY:	DUE	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	Select
5.05			Date	Select

6.0	SCHEDULE: REQUIRED	RESPONSIBLE PARTY:	DUE	STATUS
6.01	*Important Dates.		Date	Select
6.02			Date	Select
6.03			Date	Select
6.04			Date	Select
6.05			Date	Select

\* 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**