Project Meetings

In general, project meetings should have three purposes:
1) To communicate within the team to help everyone understand the current state of affairs
2) To make decisions as a team
3) To assign action items

Meeting agenda:
The agenda defines the details for the meeting. Agenda must include date, time and location of the meeting, and include the names of those invited (those that are expected to attend). Agenda include a list of items to be discussed and/or decisions to be made. A time estimate for each item should be included. Agenda should be sent to all attendees well in advance of the meeting (to allow attendees time to prepare) and cc those who might have an interest in the meeting but are not expected to attend.

Meeting minutes:
Meeting minutes are a record of discussions and decisions made during a meeting. If you are recording the minutes, be sure to have a copy of the meeting Agenda. Simply take notes as each task on the agenda is discussed.

Meeting minutes should be reviewed at the end of the meeting while it is fresh in everyone's mind. Be sure to read the minutes to recapitulate the decisions made and action items assigned.

Minutes must include the names of the individuals present at the meeting.

Action Items:
Action items are simply a "to do" list for the project. The Action Item (AI) list must include the name of who's working on the AI, when it should be completed by (ECD – estimated completion date), and the actual completion date (when it is completed). They should be very specific tasks – it must be clear. For example, "complete the design of the wheel" is not clear. "Select material for wheel" is clear (assuming everyone knows what "the wheel" is).