

Project Meeting Minutes

AGENDA

Project Name:	XYZ Computer System
Project Team:	Engineering
Meeting Leader:	Bob Allison
Role:	Team Lead
Date:	03/02/09

Meeting Details	
Meeting Title:	Bills of Material review
Meeting Objectives:	Update progress status
Location:	Team meeting room #1
Date:	03/04/09
Time:	9:00am
Participants:	Engineering project team (email to alias) PM

Agenda Items:

#	Time	Duration	Item Description
1	9:00am	30 minutes	Review open action items and update status
2	9:30am	1 hour	Update status on Display model 200 BOM setup
3	10:30am	1 hour	Update status on Display model 300 BOM setup
4	11:30am	30 minutes	General progress discussion

Action Items:

The list of open action items is attached. The status of each item is to be updated at meeting.

Reference Materials:

Project Gantt chart showing Display BOM completion targets.

MINUTES

Summary of Main Items Discussed:

Topic	Discussion Summary
Action items	All action items are on track – open item status updated
Display model 200	BOM setup progressing on schedule. No problems encountered.
Display model 300	BOM setup falling behind. Need some questions to be resolved by software vendor.
General discussion	Initial learning curve with new system seems to be over. Everyone basically likes the ease of use and capabilities of new system.

New Action Items:

NOTE:

Transfer the new action items raised in the meeting to the **Open Action Items** list for tracking and follow-up. Attach the updated Open Action Items list showing the status updates from the meeting to the meeting minutes.

#	Description	Action By	Due Date
1	Contact vendor to resolve BOM setup questions	PM	03/05/09
2	Put additional effort on Model 300 activities to make up time lag.	Bob A.	03/06/09
3	Replace Mary's PC – needs rebooting several times a day.	Bob A.	03/05/09

Issues Raised:

Issue Summary	Raised By	Issue Form Due Date
Design spec for new display model not received yet from supplier. Will impact schedule in two weeks	Bob A.	03/06/09

NOTE: An **Issue Management Form** must be completed for all issues.