



Project Meeting Tool

Manage your project meetings with this easy to use template. Free of charge!

This tool was developed to handle project meetings, concentrating on documenting what actually needs to be documented.

The AD tab is used to record Actions and Decisions (A and D). The I tab is used to record information (I) about the project that requires no further action.

The Attendance tab is used to record attendance as the project progresses and the same project meeting template is used for multiple meetings.

The Data tab should be left as-is.

No cells are protected, this template is open for modification.

Download the tool today and get on top of your meetings.

Learn more about Manage Project Meeting Tool!

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