

Meeting Minutes

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Project / workspace	Project Alpha	Date	2026-05-07
Meeting title	Weekly coordination meeting	Time	10:00-11:00
Chair	Project Manager	Minute taker	Project Coordinator

Agenda and Discussion

No.	Agenda item	Discussion summary	Outcome
1	Previous action review	Open actions and blockers were checked.	Escalate blocked items before next meeting.
2	Current priorities	Dependencies and required decisions were reviewed.	Owners confirmed.

Action Register

Action ID	Action	Owner	Due date	Status
A-001	Close blocked actions or escalate them.	Project Manager	2026-05-10	In progress
A-002	Assign approval owner for each deliverable package.	Discipline Lead	2026-05-14	Open