

# Retail Fit-Out Pre-Construction Meeting Minutes

<b>Date</b>		<b>Time</b>	
<b>Location</b>		<b>Project Name</b>	
<b>Project Number</b>		<b>Prepared by</b>	

## Attendees

<b>Name</b>	<b>Company / Role</b>	<b>Contact</b>

## Agenda

- 1.
- 2.
- 3.

## Discussion & Notes

<b>Item</b>	<b>Description / Discussion</b>	<b>Action By</b>	<b>Due Date</b>

## Key Dates

<b>Milestone</b>	<b>Date</b>

## Outstanding Items

- 
- 

## Additional Notes

## Next Meeting

<b>Date</b>		<b>Time</b>		<b>Location</b>	
-------------	--	-------------	--	-----------------	--