Project Handover Meeting Minutes

Project Name			
Date			
Time			
Location / Platform			
Attendees Handover From			
Agenda			
•			
•			
Meeting Notes Handover Items			
•			
Outstanding Issues / Risks			
•			
Action Items & I	Responsibilities		
Action Item	Responsible	Due Date	Status
Next Steps			
Handover By			
Received By			
Date			