

Punch List Resolution Meeting Minutes

Date:

Time:

Location:

Project Name:

Meeting Facilitator:

Attendees:

Meeting Purpose

Punch List Items Discussed

| # | Description | Responsible Party | Status | Resolution/Notes | Target Date |
|---|-------------|-------------------|--------|------------------|-------------|
| | | | | | |
| | | | | | |
| | | | | | |

Decisions Made

Action Items

| Action Item | Responsible | Due Date | Status |
|-------------|-------------|----------|--------|
| | | | |
| | | | |
| | | | |

Next Meeting

Date & Time:

Location:

Additional Notes