<b>Legal Project St</b>	atus Me	eting Minut	es
Project Name: Date & Time: Location: Attendees: Facilitator:			
Agenda			
Project Status Update	es		
Task/Deliverable	Status	Responsible	Comments
Key Discussion Point  Decisions Made  .	S		
Action Items			
Action Item	Owner	Due	Date
Next Meeting			
Date & Time: Location:			