

Design Review Meeting Minutes

Date:	
Time:	
Location:	
Facilitator:	
Note Taker:	
Attendees:	<ul style="list-style-type: none">•••
Absentees:	<ul style="list-style-type: none">••

Agenda

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Discussion Points

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Decisions Made

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Action Items

Action Item	Responsible	Due Date	Status

Next Meeting

Date:	
Time:	
Location:	