

**SUBJECT:** Meeting Minutes **MEETING MINUTES**  
**PROJECT:** Sample Project 1 **NO.** 1  
**LOCATION:** Town Hall **MTG DATE:** 10/07/2012  
**COORDINATOR:** John Smith **MTG TIME:** 07:00 PM  
**JOB:** Job#32464  
**CONTRACT/PO:** Proj#12321/SP678

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<u>Attended</u>	<u>Name</u>	<u>Company Name</u>
<input checked="" type="checkbox"/>	Tom Jones	ABC Company
<input checked="" type="checkbox"/>	John Dohe	Sample Company
<input checked="" type="checkbox"/>	Greg Towne	General Contractors, Inc.
<input checked="" type="checkbox"/>	Tim Brown	Brown Contruction
<input checked="" type="checkbox"/>	Alice Hornby	999 Customer

**REMARKS:**

After reviewing the minutes from the last meeting, Alice Hornby briefly discussed her satisfaction with the overall progress of the job.

No new items were introduced, so the meeting was adjourned at 7:15 pm.

Num	Code	Description	Status	Assignee Co.	Assignee	Due	Started	Pri
1	AB	sample description 1	Open	Sample Company	John Dohe	10/07/12		High
2	CD	sample description 2	Closed	Brown Contruction	Tim Brown	10/07/12		Low
3	EF	sample description 3	Rejected	General Contractors, Inc.	Greg Towne	10/07/12		Normal

**Prepared By:** ABC Contractors Inc

**Signed:** John Smith  
John Smith

**Date:** 10/07/2012