DEPARTMENT OF HEALTH AND HUMAN SERVICES
ENTERPRISE PERFORMANCE LIFE CYCLE FRAMEWORK

CHECKLIST
MEETING MINUTES

<OPDIV Logo>

Issue Date: <mm/dd/yyyy>
Revision Date: <mm/dd/yyyy>

Document Purpose

This checklist is a brief document listing the items to be noted, checked, remembered, and delivered when completing the accompanying template and/or project management practice.

Activities Checklist

Meeting Minutes Checklist (One Time Activities)

	Has a document repository been established?
	Has a meeting minutes approval process been established?
	Do you have a designated primary recorder?
	Do you have a designated secondary recorder?

Meeting Minutes Checklist (Ongoing/Iterative Activities)

	Take minutes
	Document Action Items including who is responsible and due date
	Document any decisions made during the meeting
	Approve minutes
	Post Minutes on repository