LEAF Meeting Log Template

Project Name

**Project Team Members:**

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| **Name/ Title** | **Role in project team** | **Planned absences?** |
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**Meeting Log:**

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| **Date** | **Meeting Agenda** | **Key Discussion Points & Decisions** | **Action Items & Responsible Person** |
|  | *For example:*1. *Follow-up on previous meeting’s action items (10 min)*
2. *Status updates (15 min)*
3. *Work delegation for the next two weeks (15 min)*
4. *Planning for the next quarter (20 min)*
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