<Enter Meeting Name Here>

Artifact Review Agenda and Minutes



<Month><Year>

Version *<#.#>*

Department of Veterans Affairs

This template contains a paragraph style called Instructional Text. Text using this paragraph style is designed to assist the reader in completing the document. Text in paragraphs added after this help text is automatically set to the appropriate body text level. For best results and to maintain formatting consistency, use the provided paragraph styles. Delete all instructional text before publishing or distributing the document Revision History.

This template conforms to the latest Section 508 guidelines. The user of the template is responsible to maintain Section 508 conformance for any artifact created from this template.

Artifact Review Agenda and Minutes

**Meeting Name**:

**Scribe**:

**Manager**:

**Date**:

**Time**:

**Location**:

# Attendees:

| Last Name | First Name | Role/Title | In Attendance |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

Add rows as needed; remove all blank rows.

**Handouts**:

**TeamPlay Project #**:

**Task #**:

**Topic**:

**Presenter**:

**Discussion**:

**Decisions/Deliverables**:

**Handouts**:

**TeamPlay Project #**:

**Task #**:

**Topic**:

**Presenter**:

**Discussion**:

**Decisions/Deliverables**:

**Handouts**:

**TeamPlay Project #**:

**Task #**:

**Topic**:

**Presenter**:

**Discussion**:

**Decisions/Deliverables**:

**NOTE:** Place the Agenda item in the Topic field and record the minutes for each item in the Discussion field.

| Action Item | Assigned To | Date Originated | Expected Complete Date |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

Add rows as needed; remove all blank rows.

Template Revision History

| Date | Version | Description | Author |
| --- | --- | --- | --- |
| March 2017 | 1.4 | Minor edits to conform with current Section 508 guidelines | QCIO |
| December 2015 | 1.3 | Reformatted tables without headings to list formats to conform with latest Section 508 guidelines and to align with best practices for screen readers, updated to current OI&T documentation standards, and remediated with Common Look Office tool | Process Management |
| December 2013 | 1.2 | Changed to .docx format and changed document title to Artifact Review Agenda and Minutes | Process Management |
| October 2012 | 1.1 | Updated to current ProPath documentation standards and edited for Section 508 conformance | Process Management |
| May 2011 | 1.0 | Initial Version | Process Management |

Place latest revisions at top of table.

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The Template Revision History can be removed at the discretion of the author of the document.

Remove blank rows.