

Task	Responsibility and Information Flow	Notes
<p>Use meeting minutes form to record key decisions:</p> <ul style="list-style-type: none">▪ Review for accuracy and completeness▪ Advise writer of any discrepancies and review subsequent amendments▪ Distribute to all parties attending, at a minimum to client, contractor and consultants	Architect and consultants	Data management applications allow significant automation of meeting minute functions, for example, allowing individual meeting action items to be assigned and tracked independently of the meeting minutes, then re-aggregated as updated meeting minutes for the next meeting.