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CONTRACT MANAGEMENT FRAMEWORK

CONTRACT MANAGEMENT MEETING MINUTES

Reason for meeting:

Date:

Venue:

Time started:

Time finished:

Attendees		Apologies	
Action Points	area discussed	action to take	person who owns the action and by when
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Additional Information / Summary			

Date of next meeting:

Time:

Issues that will need to be considered at the next meeting :

Location:

Signed.....

Date.....