

Proposal Plan Meeting



Project Title:

Project Number:

Document Owner:

Proposal Plan Meeting

Client Name:	Project Name:
Date:	Proposal No:
Minutes	Proposal Name
	Proposal Owner
	Final Submission Date
	Meeting Date

Bid Team	Name	Role/Team	Initials

PROGRESS – ACTIONS COMPLETED			
Date	Action	Owner	Remarks

ACTIONS – TO DO			
Deadline	Action	Owner	Remarks

Next Meeting		
Location	Date	Time