

Business Meeting Minutes

Company Name: _____

Time: _____

Department: _____

Location: _____

Meeting Topic: _____

Meeting Leader: _____

Date: _____

Recorder: _____



1. ATTENDEES



2. OBJECTIVES



3. AGENDA ITEMS



4. DISCUSSION SUMMARY



5. DECISIONS



6. RISKS / ISSUES



7. FOLLOW-UP / ACTION ITEMS

Action Item	Responsible Person	Deadline	Status



8. NEXT MEETING DATE



9. ADDITIONAL NOTES