Business Meeting Minutes

Company Name:		Time:	
Department:		Location:	
Meeting Topic:		Meeting Leader:	
Date:		Recorder:	

ATTENDEES

OBJECTIVES

AGENDA ITEMS

1.
2.
3.
4.
5.

DISCUSSION SUMMARY

DECISIONS

RISKS / ISSUES

FOLLOW-UP / ACTION ITEMS

ACTION ITEM	RESPONSIBLE PERSON	DEADLINE	STATUS
			☐ Not Started ☐ In Progress ☐ Completed
			☐ Not Started ☐ In Progress ☐ Completed
			☐ Not Started ☐ In Progress ☐ Completed
			☐ Not Started ☐ In Progress ☐ Completed
			☐ Not Started ☐ In Progress ☐ Completed

NEXT MEETING DATE

ADDITIONAL NOTES