

Meeting Minutes With Action Items

Meeting Name: _____
Date: _____
Time: _____

Location: _____
Facilitator: _____
Attendees: _____

1. AGENDA SUMMARY

2. KEY DISCUSSION POINTS

3. DECISIONS

4. ACTION ITEMS

ACTION ITEM		OWNER	DUE DATE (MM/DD/YYYY)	PRIORITY (High / Med / Low)	STATUS	NOTES
☐	1.			☐ H ☐ M ☐ L	☐ Not Started ☐ In Progress ☐ Completed	
☐	2.			☐ H ☐ M ☐ L	☐ Not Started ☐ In Progress ☐ Completed	
☐	3.			☐ H ☐ M ☐ L	☐ Not Started ☐ In Progress ☐ Completed	
☐	4.			☐ H ☐ M ☐ L	☐ Not Started ☐ In Progress ☐ Completed	
☐	5.			☐ H ☐ M ☐ L	☐ Not Started ☐ In Progress ☐ Completed	
☐	6.			☐ H ☐ M ☐ L	☐ Not Started ☐ In Progress ☐ Completed	
☐	7.			☐ H ☐ M ☐ L	☐ Not Started ☐ In Progress ☐ Completed	
☐	8.			☐ H ☐ M ☐ L	☐ Not Started ☐ In Progress ☐ Completed	
☐	9.			☐ H ☐ M ☐ L	☐ Not Started ☐ In Progress ☐ Completed	
☐	10.			☐ H ☐ M ☐ L	☐ Not Started ☐ In Progress ☐ Completed	
☐	11.			☐ H ☐ M ☐ L	☐ Not Started ☐ In Progress ☐ Completed	
☐	12.			☐ H ☐ M ☐ L	☐ Not Started ☐ In Progress ☐ Completed	
☐	13.			☐ H ☐ M ☐ L	☐ Not Started ☐ In Progress ☐ Completed	
☐	14.			☐ H ☐ M ☐ L	☐ Not Started ☐ In Progress ☐ Completed	
☐	15.			☐ H ☐ M ☐ L	☐ Not Started ☐ In Progress ☐ Completed	

5. ITEMS CARRIED FORWARD

ACTION ITEM	OWNER	NEW DUE DATE (MM/DD/YYYY)	NOTES
1.			
2.			
3.			
4.			
5.			

6. NEXT MEETING

Date: _____ Time: _____

Location: _____

Agenda Preview / Objectives:

Minutes prepared by: _____

Date: _____