

MEETING MINUTES

MEETING TITLE: _____

LOCATION: _____

DATE: _____

MINUTE TAKER: _____

TIME: _____

NEXT MEETING: _____

1. ATTENDEES

PRESENT: _____

_____	_____
_____	_____
_____	_____

ABSENT: _____

2. AGENDA

ITEM	TOPIC
1.	
2.	
3.	
4.	
5.	

3. DISCUSSION / KEY POINTS

4. ACTION ITEMS

ACTION ITEM	ASSIGNED TO	DUE DATE	STATUS

5. DECISIONS MADE

- _____
- _____
- _____
- _____
- _____

6. NEXT STEPS / FOLLOW UP

APPROVED BY: _____

DATE: _____