

MEETING MINUTES

MEETING TITLE: _____

MEETING CALLED BY: _____

DATE: _____

TYPE OF MEETING: _____

TIME: _____

FACILITATOR: _____

LOCATION: _____

NEXT MEETING: _____

MINUTES TAKEN BY: _____

ATTENDEES

PRESENT:	ABSENT:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

AGENDA

TOPIC	PRESENTER
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

MEETING NOTES

ACTION ITEMS

	ACTION ITEM	ASSIGNED TO	DUE DATE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

DECISIONS MADE / CONCLUSIONS

ADJOURNMENT

MEETING ADJOURNED BY: _____

TIME: _____

SIGNATURE: _____

DATE: _____