

MEETING MINUTES

MEETING / ORGANIZATION: _____

MEETING LEADER: _____

DATE: _____

MINUTE TAKER: _____

TIME STARTED: _____

TIME ENDED: _____

LOCATION: _____

NEXT MEETING: _____

ATTENDEES

PRESENT (NAME / ROLE)	ABSENT (NAME / ROLE)
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•	•
•	•
•	•
•	•

AGENDA ITEMS, DISCUSSION & DECISIONS

ITEM #	AGENDA ITEM	DISCUSSION SUMMARY	DECISION / OUTCOME
1.			
2.			
3.			
4.			
5.			

ACTION ITEMS

ACTION / TASK	ASSIGNED TO	DUE DATE	STATUS

OTHER NOTES

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APPROVAL

DATE APPROVED: _____	
APPROVED BY: _____	TITLE / ROLE: _____