Meeting Minutes

Organization / Meeting Name:			
Meeting Title:			
Date:	Start Time:	End Time:	
Location:			
Meeting Leader:	Minute Taker:		

Attendees

Absentees

Agenda

1. Discussion Points

2. Decisions Made

3. Action Items

Task	Owner	Due Date	Status
			☐ Not Started ☐ In Progress ☐ Complete
			☐ Not Started ☐ In Progress ☐ Complete
			☐ Not Started ☐ In Progress ☐ Complete
			☐ Not Started ☐ In Progress ☐ Complete
			☐ Not Started ☐ In Progress ☐ Complete

Next Meeting	Date:	Time:	Location:

Notes