

MEETING MINUTES

MEETING TITLE: _____ DATE: _____

TIME: _____ LOCATION: _____

MEETING CALLED BY: _____

NOTE TAKER: _____ MINUTES APPROVED BY: _____

ATTENDEES

PRESENT	ABSENT

AGENDA

ITEM NO.	AGENDA ITEM	PRESENTER
1.		
2.		
3.		
4.		
5.		

DISCUSSION / KEY POINTS

DECISIONS MADE

- _____
- _____
- _____
- _____
- _____

ACTION ITEMS

ACTION DESCRIPTION	ASSIGNED TO	DUE DATE

NEXT MEETING

DATE: _____ TIME: _____ LOCATION: _____

NOTES: _____
