

MEETING MINUTES

MEETING TITLE: _____

DATE: _____ TIME: _____ LOCATION: _____

CHAIRPERSON: _____

RECORDER: _____

MEETING TYPE: ☐ Regular ☐ Special ☐ Annual ☐ Other: _____

ATTENDEES

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

AGENDA

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

DISCUSSION / MINUTES

AGENDA ITEM	DISCUSSION SUMMARY	KEY POINTS	ACTION REQUIRED	RESPONSIBLE	DUE DATE

DECISIONS MADE

- _____
- _____
- _____
- _____
- _____

ACTION ITEMS SUMMARY

ACTION ITEM	RESPONSIBLE	DUE DATE	STATUS	NOTES

NEXT MEETING

DATE: _____ TIME: _____ LOCATION: _____

AGENDA TOPICS: _____

APPROVED BY: _____ DATE: _____