

MEETING MINUTES

MEETING TITLE: _____

LOCATION: _____

DATE: _____

RECORDER: _____

TIME: _____

MINUTES APPROVED BY: _____

ATTENDEES

_____	_____
_____	_____
_____	_____
_____	_____

ABSENTEES

_____	_____
_____	_____

AGENDA ITEMS

#	AGENDA ITEM
1.	
2.	
3.	
4.	
5.	

DISCUSSION / KEY POINTS

DECISIONS MADE

ACTION ITEMS

#	ACTION ITEM	ASSIGNED TO	DEADLINE
1.			
2.			
3.			
4.			
5.			

NEXT MEETING

DATE: _____

TIME: _____

LOCATION: _____

NOTES

