

MEETING MINUTES

...

MEETING TITLE: _____

DATE: _____ TIME: _____

LOCATION: _____

CHAIRPERSON: _____

RECORDER: _____

ATTENDEES

_____	_____
_____	_____
_____	_____

ABSENT

AGENDA

ITEM	TOPIC	PRESENTER
1.		
2.		
3.		
4.		
5.		

DISCUSSION / NOTES

ACTION ITEMS

ITEM	ACTION DESCRIPTION	ASSIGNED TO	DUE DATE
1.			
2.			
3.			
4.			

NEXT MEETING

DATE: _____ TIME: _____ LOCATION: _____

ADJOURNMENT

TIME: _____

APPROVED BY: _____

DATE: _____