

MEETING MINUTES

MEETING TITLE: _____

LOCATION: _____

DATE: _____

MEETING CALLED BY: _____

TIME: _____

MINUTES TAKEN BY: _____

ATTENDEES

_____	_____
_____	_____
_____	_____
_____	_____

AGENDA

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

DISCUSSION & KEY POINTS

ACTION ITEMS

ACTION ITEM	ASSIGNED TO	DUE DATE	STATUS

NEXT STEPS / FOLLOW UP

NEXT MEETING

DATE: _____

TIME: _____

LOCATION: _____

APPROVED BY: _____

DATE: _____