

MEETING MINUTES

MEETING TITLE: _____
DATE: _____
TIME: _____
LOCATION: _____
MEETING CALLED BY: _____
MINUTES TAKEN BY: _____

ATTENDEES

_____	_____
_____	_____
_____	_____
_____	_____

AGENDA

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

DISCUSSION / SUMMARY

ACTION ITEMS

NO.	ACTION ITEM	RESPONSIBLE	DUE DATE
1.			
2.			
3.			
4.			

NEXT MEETING

DATE: _____ TIME: _____ LOCATION: _____

NOTES

APPROVED BY: _____ DATE: _____