

MEETING MINUTES

Meeting Title: _____

Date: _____

Time: _____

Location: _____

Meeting Called By: _____

Minutes Taken By: _____

ATTENDEES

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

AGENDA

NO.	TOPIC	PRESENTER
1.		
2.		
3.		
4.		
5.		

DISCUSSION / MINUTES

ACTION ITEMS

NO.	ACTION ITEM	RESPONSIBLE	DUE DATE	STATUS

NEXT MEETING

Date: _____ Time: _____

Location: _____

Agenda Items: _____

ADJOURNMENT

Meeting Adjourned At: _____

Approved By: _____ Date: _____