

minutes

Meeting Title			
Date		Meeting Time	Meeting Location
Meeting called by	Name		
Type of meeting	Type of meeting		
Facilitator	Facilitator name		
Note taker	Note taker name		
Timekeeper	Timekeeper name		
Attendees	Attendees		
Agenda Topic 1			
Time allotted	Presenter		
Discussion	Enter discussion		
Conclusions	Enter conclusions		
Action Items		Person Responsible	Deadline
Action item 1		Presenter Name	Date time
Action item 2		Presenter Name	Date time
Agenda Topic 2			
Time allotted	Presenter		
Discussion	Enter discussion		
Conclusions	Enter conclusions		
Action Items		Person Responsible	Deadline
Action item 1		Presenter Name	Date time
Action item 2		Presenter Name	Date time
Agenda Topic 3			
Time allotted	Presenter		
Discussion	Enter discussion		
Conclusions	Enter conclusions		
Action Items		Person Responsible	Deadline
Action item 1		Presenter Name	Date time
Action item 2		Presenter Name	Date time