

[Meeting Title] | MINUTES

Meeting date | time [Date | time] | Meeting location [Location]

Meeting called by	[Name]	Attendees
Type of meeting	[Purpose]	[Attendees]
Facilitator	[Name]	
Note taker	[Name]	
Timekeeper	[Name]	

AGENDA TOPICS

Time allotted | [Time] | Agenda topic [Topic] | Presenter [Name]

Discussion [Conversation]

Conclusion [Closing]

Action items	Person responsible	Deadline
[Topic]	[Presenter]	[Date time]
[Topic]	[Presenter]	[Date time]

Time allotted | [Time] | Agenda topic [Topic] | Presenter [Name]

Discussion [Conversation]

Conclusion [Closing]

Action items	Person responsible	Deadline
[Topic]	[Presenter]	[Date time]
[Topic]	[Presenter]	[Date time]

Time allotted | [Time] | Agenda topic [Topic] | Presenter [Name]

Discussion [Conversation]

Conclusion [Closing]

Action items	Person responsible	Deadline
[Topic]	[Presenter]	[Date time]
[Topic]	[Presenter]	[Date time]

Time allotted | [Time] | Agenda topic [Topic] | Presenter [Name]

Discussion [Conversation]

Conclusion [Closing]

Action items**Person responsible****Deadline**

[Topic]

[Presenter]

[Date | time]

[Topic]

[Presenter]

[Date | time]

Time allotted | [Time] | Agenda topic [Topic] | Presenter [Name]

Discussion [Conversation]

Conclusion [Closing]

Action items**Person responsible****Deadline**

[Topic]

[Presenter]

[Date | time]

[Topic]

[Presenter]

[Date | time]

Observers [Name]

Resource persons [Names]

Special notes [Type additional notes here]