

Meeting Minutes

[Pick the date]		[Meeting Time]	[Meeting Location]
Meeting called by			
Type of meeting			
Facilitator			
Note taker			
Timekeeper			
Attendees			
[Time allotted]	[Presenter]		
Discussion			
Conclusions			
Action Items	Person Responsible	Deadline	
[Time allotted]	[Presenter]		
Discussion			
Conclusions			
Action Items	Person Responsible	Deadline	
[Time allotted]	[Presenter]		
Discussion			
Conclusions			
Action Items	Person Responsible	Deadline	