

Meeting Minutes – [Meeting Title]

Meeting Information

Objective: [Enter the objective of the meeting here.]

Date: 01/01/2000 **Location:** [Enter Room Number]

Time: 6:00 AM **Meeting Type:** [Identify type of meeting]

Called By: [List Name] **Facilitator:** [List Name]

Timekeeper: [List Name] **Note Taker:** [List Name]

Submitted by: [List Name] **Approved by:** [List Name]

Attendees: [List Names]

Agenda Items

	Presenter	Time Allotted
1 [List Agenda Item 1]	[Name]	[x minutes]
2		
3		
4		

Decisions

- 1 [List Decision 1]
- 2
- 3

New Action Items

	Responsible	Due Date
1 [List New Action Item 1]	[Name]	[Date]
2		
3		

Other Notes & Information
