Meeting Title
Minutes

[MEETING DATE]   [MEETING TIME]   [MEETING LOCATION]

Meeting called by	
Type of meeting	
Facilitator	
Note taker	
Timekeeper	
Attendees	

Agenda topics

[TIME ALLOTTED]   [AGENDA TOPIC]   [PRESENTER]

Discussion	

Conclusions	

Action items	Person responsible	Deadline

[TIME ALLOTTED]   [AGENDA TOPIC]   [PRESENTER]

Discussion	

Conclusions	

Action items	Person responsible	Deadline

[TIME ALLOTTED]   [AGENDA TOPIC]   [PRESENTER]

Discussion	

Conclusions	

Action items	Person responsible	Deadline

[TIME ALLOTTED]   **[AGENDA TOPIC]**   **[PRESENTER]**

Discussion	

Conclusions	

Action items	Person responsible	Deadline

[TIME ALLOTTED]   **[AGENDA TOPIC]**   **[PRESENTER]**

Discussion	

Conclusions	

Action items	Person responsible	Deadline

Observers	
Resource persons	
Special notes	