

# Minutes of <Meeting Title> + <Date>

---

Start: <Start time> - End: <End time>

Location: <location>

Organizer: <Organizer>

Attendees: <Attendee 1>, <Attendee 2 >, etc

Absentees: <Absentee 1>, <Absentee 2>,etc

Cc: <Read-Only 1>, <Read-Only 2>, etc

---

## Update Tasks Due from <Title of Previous Meeting> + <Date> (only if applicable)

Task	Owner	Due
<Task Title>	<Name>	<date>
<Task Title>	<Name>	<date>
<Task Title>	<Name>	<date>

---

## Topics

### 1 <Title Topic 1> by <presenter name>

- Note, decision or task
  - Note, decision or task
  - Note, decision or task
  - Etc
- 

### 2 <Title Topic 2> by <presenter name>

- Note, decision or task
  - Note, decision or task
  - Note, decision or task
  - etc
- 

Etc.

## Task Summary

### New Tasks

Task	Owner	Due
<Task Title>	<Name>	<date>
<Task Title>	<Name>	<date>
<Task Title>	<Name>	<date>

**Open Tasks from previous meetings** (only if applicable)

Task	Owner	Due
<Task Title>	<Name>	<date>
<Task Title>	<Name>	<date>
<Task Title>	<Name>	<date>

---

**Parking Lot** (only if applicable and can include items from previous meetings)

**1 <Parking Lot Item 1>**

*Date added: <date>*

---

**Next Meeting** (only if applicable)

<Meeting Title> + <Date>

Date: <Date>

Start: < Start time> - End: < End time>

Location: <location>

<URL to access new meeting on MeetingKing.com>