

Meeting Minutes

Meeting Title:	
Date:	Time:

Location:	
Called by:	
Type of Meeting:	
Facilitator:	
Note Taker:	
Attendees:	

Attendees		
Present:	<Name>	<Name>
	<Name>	<Name>
	<Name>	<Name>
Not present:	<Name>	<Name>
	<Name>	<Name>

Topics discussed:

1. Topic 1
2. Topic 2
3. Topic 3

Action items

Id	<u>Action items</u>	<u>Owner and date</u>
1	<i>Action description</i>	<i>Owner name by date x/x</i>
2	<i>Action description</i>	<i>Owner name by date x/x</i>
3	<i>Action description</i>	<i>Owner name by date x/x</i>