[Meeting Title] | MINUTES

Meeting date | time [Date | time] | Meeting location [Location]

Meeting called by [Name] Attendees Type of meeting

[Purpose] **Facilitator** [Name] Note taker [Name] Timekeeper [Name]

AGENDA TOPICS

Time allotted | [Time] | Agenda topic [Topic] | Presenter [Name]

Discussion [Conversation]

Conclusion [Closing]

Action items Person responsible **Deadline**

[Topic] [Presenter] [Date | time] [Topic] [Presenter] [Date | time]

[Attendees]

Time allotted | [Time] | Agenda topic [Topic] | Presenter [Name]

Discussion [Conversation]

Conclusion [Closing]

Person responsible **Deadline Action items**

[Presenter] [Date | time] [Topic] [Presenter] [Date | time] [Topic]

Time allotted | [Time] | Agenda topic [Topic] | Presenter [Name]

Discussion [Conversation]

Conclusion [Closing]

[Topic]

Action items Person responsible **Deadline**

[Presenter] [Date | time] [Topic]

[Presenter]

[Date | time]

Time allotted | [Time] | Agenda topic [Topic] | Presenter [Name]

Discussion [Conversation]

Conclusion [Closing]

Action items	Person responsible	Deadline
[Topic]	[Presenter]	[Date time]
[Topic]	[Presenter]	[Date time]
Time allotted [Time] Agenda topic [Topic] Pre	esenter [Name]	
Conclusion [Closing]		
Action items	Person responsible	Deadline
[Topic]	[Presenter]	[Date time]
[Topic]	[Presenter]	[Date time]
Observers [Name]		
Resource persons [Names]		
Special notes [Type additional notes here]		