

MEETING MINUTES

Meeting Minutes

Meeting		Date & time	
Location		Facilitator	

ATTENDEES (✓ present · ✕ absent)

☐		☐		☐	
☐		☐		☐	
☐		☐		☐	

AGENDA ITEMS & DISCUSSION

1	
2	
3	
4	
5	
6	
7	
8	
9	



Decisions & Actions

DECISIONS MADE

- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____

ACTION ITEMS

ACTION	OWNER	DUE	DONE
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐

OPEN ITEMS — FOLLOW UP NEXT MEETING

- ☐ _____
- ☐ _____
- ☐ _____

Minutes by _____

Next meeting _____

