MEETING MINUTES

Meeting: [Meeting name]

Date and time: [MM/DD/YYYY], [0:00] [AM/PM]

Location: [Room or video link]

Facilitator: [Name]

Recorded by: [Name]

Present: [Names]

Absent: [Names]

DISCUSSION AND DECISIONS

Topic	Key points	Decision
[Topic]	[Summary]	[Decision or none]
[Topic]	[Summary]	[Decision or none]
[Topic]	[Summary]	[Decision or none]
[Topic]	[Summary]	[Decision or none]

ACTION ITEMS

Action	Owner	Due date
[Task]	[Name]	[MM/DD/YYYY]
[Task]	[Name]	[MM/DD/YYYY]
[Task]	[Name]	[MM/DD/YYYY]
[Task]	[Name]	[MM/DD/YYYY]

Next meeting: [MM/DD/YYYY], [0:00] [AM/PM]