**MEETING MINUTES**

Meeting date | time Date | Time | Meeting location Location

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Meeting called by** | Name | | **Type of meeting** | Purpose | | **Facilitator** | Name | | **Note taker** | Name | | **Timekeeper** | Name | |  |

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Topic 1 | Presenter Name | Date | time |
| Topic 2 | Presenter Name | Date | time |
| Topic 3 | Presenter Name | Date | time |
| Topic 4 | Presenter Name | Date | time |
| Topic 5 | Presenter Name | Date | time |
| Topic 6 | Presenter Name | Date | time |
| Topic 7 | Presenter Name | Date | time |
| Topic 8 | Presenter Name | Date | time |
| Topic 09 | Presenter Name | Date | time |
| Topic 10 | Presenter Name | Date | time |
| Topic 11 | Presenter Name | Date | time |

Time allotted | Time | Agenda topic Topic | Presenter Name