**MEETING MINUTES**

Meeting date | time Date | Time | Meeting location Location

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

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| --- | --- | --- |
| 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