|  |  |
| --- | --- |
| Program/Area: | [Insert program/area with which the project is affiliated] |
| Meeting Purpose: | [Insert name or purpose of meeting] |
| Meeting Date: | <mm/dd/yyyy> |
| Meeting Time: | [Insert time] |
| Meeting Location: | [Insert location] |
| Meeting Facilitator: | [List names] |
| Attendees: | [List names] |
| Minutes Issued By: | [Insert name of issuer] |

| **Next Steps:** (Task, assigned to, Checkpoint Date) | **Owner** | **Due Date** |
| --- | --- | --- |
| [Insert next step] |  |  |
| [Insert next step] |  |  |

| **Decisions Made:** (What, Why, Impacts) |
| --- |
| 1. *[List and describe decision made]*    * *[Provide additional description of or information about the decision]* 2. *[List and describe decision made]*    * *[Provide additional description of or information about the decision]* |

| **Discussion:** (Items/Knowledge Shared) |
| --- |
| [Itemize and describe discussion point]   * [Provide additional details about the discussion]   [Itemize and describe discussion point]   * [Provide additional details about the discussion]   **PARKING LOT**: [Describe any items that may have been deferred for a later discussion]   1. [Itemize and describe parking lot topic] |

| **Miscellaneous Items:** |
| --- |
| [Itemize and describe any additional miscellaneous items]   * [Provide additional details about the miscellaneous items]   [Itemize and describe any additional miscellaneous items]   * [Provide additional details about the miscellaneous items] |