**MEETING NOTES**

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Location** |
| [Date] | [Time] | [Location] |

**Attendees:**

[ ]  [Name]

[ ]  [Name]

[ ]  [Name]

[ ]  [Name]

[ ]  [Name]

[ ]  [Name]

**Guest Attendance:**

|  |  |  |
| --- | --- | --- |
| **Guest Name** | **Position** | **Company Name** |
| [Name] | [Position] | [Company Name] |
| [Name] | [Position] | [Company Name] |
| [Name] | [Position] | [Company Name] |

**Action Items**

|  |  |  |
| --- | --- | --- |
| **Action Items** | **Follow-Up Tasks** | **Deadlines** |
| [Items] | [Task] | [Date] |
| [Items] | [Task] | [Date] |
| [Items] | [Task] | [Date] |

**Next Meeting**

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Location** |
| [Date] | [Time] | [Location] |

**Adjournment**

* [Adjournment]
* [Adjournment]
* [Adjournment]
* [Adjournment]
* [Adjournment]
* [Adjournment]

**Submitted by:** [Name of person taking meeting notes]

**Approved by:** [Name of person who approves meeting minutes]