**MEETING NOTES**

**Meeting Details:**

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

**Purpose of Meeting:**

**Attendees:**

|  |  |  |
| --- | --- | --- |
| [x] [Attendee Name] [Designation] |  | [ ]  [Attendee Name] [Designation] |
| [ ] [Attendee Name] [Designation] | [ ]  [Attendee Name] [Designation] |
| [ ] [Attendee Name] [Designation] | [ ]  [Attendee Name] [Designation] |
| [ ] [Attendee Name] [Designation] | [ ]  [Attendee Name] [Designation] |

**Agenda’s:**

* [Agenda item]
* [Agenda item]
* [Agenda item]
* [Agenda item]
* [Agenda item]
* [Agenda item]

**Actions/** **Follows** **Up:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Responsible Person** | **Deadline** | **Status** |
| [Task 1] | [Name] [Designation] | [Date] | [x]  In progress [ ]  Complete  |
| [Task 2] | [Name] [Designation] | [Date] | [ ]  In progress [ ]  Complete |
| [Task 3] | [Name] [Designation] | [Date] | [ ]  In progress [x]  Complete |

**Summary:**

**Meeting notes submitted by:** [Name]