[Meeting Title] |MINUTES

Meeting date | time [Date | time] | Meeting location [Location]

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Meeting called by | [Name] | | Type of meeting | [Purpose] | | Facilitator | [Name] | | Note taker | [Name] | | Timekeeper | [Name] | | |  | | --- | | Attendees  [Attendees] | |

# Agenda topics

Time allotted | [Time] | Agenda topic [Topic] | Presenter [Name]

Discussion [Conversation]

Conclusion [Closing]

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| [Topic] | [Presenter] | [Date | time] |
| [Topic] | [Presenter] | [Date | time] |

Time allotted | [Time] | Agenda topic [Topic] | Presenter [Name]

Discussion [Conversation]

Conclusion [Closing]

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| [Topic] | [Presenter] | [Date | time] |
| [Topic] | [Presenter] | [Date | time] |

Time allotted | [Time] | Agenda topic [Topic] | Presenter [Name]

Discussion [Conversation]

Conclusion [Closing]

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| [Topic] | [Presenter] | [Date | time] |
| [Topic] | [Presenter] | [Date | time] |

Time allotted | [Time] | Agenda topic [Topic] | Presenter [Name]

Discussion [Conversation]

Conclusion [Closing]

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| [Topic] | [Presenter] | [Date | time] |
| [Topic] | [Presenter] | [Date | time] |

Time allotted | [Time] | Agenda topic [Topic] | Presenter [Name]

Discussion [Conversation]

Conclusion [Closing]

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| [Topic] | [Presenter] | [Date | time] |
| [Topic] | [Presenter] | [Date | time] |

Observers [Name]

Resource persons [Names]

Special notes [Type additional notes here]