**Meeting Minutes – [Meeting Title]**

|  |
| --- |
| **Meeting Information** |
| Objective: | [Enter the objective of the meeting here.] |
| Date: | 01/01/2000 | Location: | [Enter Room Number] |
| Time: | 6:00 AM | Meeting Type: | [Identify type of meeting] |
| Called By: | [List Name] | Facilitator: | [List Name] |
| Timekeeper: | [List Name] | Note Taker: | [List Name] |
| Submitted by:  | [List Name] | Approved by: | [List Name] |
| Attendees: | [List Names] |
| **Agenda Items** | **Presenter** | **Time Allotted** |
| 1 | [List Agenda Item 1] | [Name] | [x minutes]  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| **Decisions** |  |  |
| 1 | [List Decision 1] |
| 2 |  |
| 3 |  |
| **New Action Items** | **Responsible** | **Due Date** |
| 1 | [List New Action Item 1] | [Name] | [Date] |
| 2 |  |  |  |
| 3 |  |  |  |
|  |  |  |  |
| **Other Notes &Information** |
|  |