**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** | | | | | | |
|  | | | | | | |