**Minutes of <Meeting Title> + <Date>**

Start: <Start time> - End: <End time>

Location: <location>

Organizer: <Organizer>

Attendees: <Attendee 1>, <Attendee 2 >, etc

Absentees: <Absentee 1>, <Absentee 2>,etc

Cc: <Read-Only 1>, <Read-Only 2>, etc

**Update Tasks Due from <Title of Previous Meeting> + <Date>** (only if applicable)

|  |  |  |
| --- | --- | --- |
| **Task** | **Owner** | **Due** |
| <Task Title> | <Name> | <date> |
| <Task Title> | <Name> | <date> |
| <Task Title> | <Name> | <date> |

**Topics**

|  |  |
| --- | --- |
| **1 <Title Topic 1>** *by <presenter name>* |  |

* Note, decision or task
* Note, decision or task
* Note, decision or task
* Etc

|  |  |
| --- | --- |
| **2 <Title Topic 2>** *by <presenter name>* |  |

* Note, decision or task
* Note, decision or task
* Note, decision or task
* etc

Etc.

**Task Summary**

**New Tasks**

|  |  |  |
| --- | --- | --- |
| **Task** | **Owner** | **Due** |
| <Task Title> | <Name> | <date> |
| <Task Title> | <Name> | <date> |
| <Task Title> | <Name> | <date> |

**Open Tasks from previous meetings** (only if applicable)

|  |  |  |
| --- | --- | --- |
| **Task** | **Owner** | **Due** |
| <Task Title> | <Name> | <date> |
| <Task Title> | <Name> | <date> |
| <Task Title> | <Name> | <date> |

**Parking Lot** (only if applicable and can include items from previous meetings)

|  |  |
| --- | --- |
| **1 <Parking Lot Item 1>** | *Date added: <date>* |

**Next Meeting** (only if applicable)

<Meeting Title> + <Date>

Date: <Date>

Start: < Start time> -  End: <  End time>

Location: <location>

<URL to access new meeting on MeetingKing.com>