

## MEETING MINUTES TEMPLATE

Title of Meeting: \_\_\_\_\_ Date: \_\_\_\_\_

Meeting Minutes Taken By: \_\_\_\_\_

Attending: \_\_\_\_\_

### **Meeting Minutes:**

**Meeting Item 1:** \_\_\_\_\_

Decision: \_\_\_\_\_

Time Allotted: \_\_\_\_\_

Name of Responsible Person for Each Item: \_\_\_\_\_

**Meeting Item 2:** \_\_\_\_\_

Decision: \_\_\_\_\_

Time Allotted: \_\_\_\_\_

Name of Responsible Person for Each Item: \_\_\_\_\_

**Meeting Item 3:** \_\_\_\_\_

Decision: \_\_\_\_\_

Time Allotted: \_\_\_\_\_

Name of Responsible Person for Each Item: \_\_\_\_\_

**Meeting Item 4:** \_\_\_\_\_

Decision: \_\_\_\_\_

Time Allotted: \_\_\_\_\_

Name of Responsible Person for Each Item: \_\_\_\_\_