

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: _____