

Detailed Minutes

[Company/Group Name]

Meeting Title:	[Add Title]	Chairman:	[Name]
Date/Time:	[Select Date]	Scribe (recorder):	[Name]
Location:	[Add Location]		
Distribution List:	[Add List]		
Meeting Files:	[File Name/Title]		

#	Attended	Did Not Attend	Partners/ Guests
1.			
2.			
3.			

Call to Order
[Start text here]
Introduction of Meeting & Attendees
[Start text here]
Review & Approve Agenda
[Start text here]
Review & Approve Minutes of Last Meeting
[Start text here]
Meeting Reports
[Start text here]
Old Business
[Start text here]
New Business
[Start text here]
Time & Date of Next Meeting
[Start text here]
Adjournment: