

# 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 Responsive Person for Each item: \_\_\_\_\_

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

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

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

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