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: