

## Meeting Minutes Template (Sample)

Meeting Title		
Date	Meeting Time	Meeting Location
Meeting called by	<i>Name</i>	
Type of meeting	<i>Type of meeting</i>	
Facilitator	<i>Facilitator name</i>	
Note taker	<i>Note taker name</i>	
Timekeeper	<i>Timekeeper name</i>	
Attendees	<i>Attendees</i>	
Agenda Topic 1		
Time allotted	<i>Presenter</i>	
Discussion	<i>Enter discussion</i>	
Conclusions	<i>Enter conclusions</i>	
Action Items	Person Responsible	Deadline
<i>Action item 1</i>	<i>Presenter Name</i>	<i>Date   time</i>
<i>Action item 2</i>	<i>Presenter Name</i>	<i>Date   time</i>
<i>Action item 3</i>	<i>Presenter Name</i>	<i>Date   time</i>
Agenda Topic 2		
Time allotted	Presenter	
<i>Discussion</i>	<i>Enter discussion</i>	
<i>Conclusions</i>	<i>Enter conclusions</i>	
Action Items	Person Responsible	Deadline
<i>Action item 1</i>	<i>Presenter Name</i>	<i>Date   time</i>
<i>Action item 2</i>	<i>Presenter Name</i>	<i>Date   time</i>
<i>Action item 3</i>	<i>Presenter Name</i>	<i>Date   time</i>

Agenda Topic 3		
Time allotted	Presenter	
Discussion	Enter discussion	
Conclusions	Enter conclusions	
Action Items	Person Responsible	Deadline
Action item 1	Presenter Name	Date   time
Action item 2	Presenter Name	Date   time