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| --- | --- | --- | --- | --- | --- | --- |
| Minutes of Meeting | | | | | | |
| Date: MM/DD/YYYY | | Time: Start time – End time | | Location: [Zoom or room] | | |
| **Attendees** | [List who attended] | | | | | |
| Summary | | | | | | |
| **Discussion** |  | | | | | |
| * [List topics that were discussed]   Parking Lot:   * [Things that were not discussed but need discussion and/or decisions later] | | | | | | |
| **Key Decisions** | | | | | | |
| * [Things that were agreed upon – usually generates action items below] | | | | | | |
| **Action Items** | | | **Person Responsible** | | **Target date** | **Status** |
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