Using this Template

1. Make sure your meeting has a purpose.
2. Add meeting agenda items prior to meeting to keep it topical.
3. During or upon completing meeting, capture the discussion points.
4. Upon completing the meeting, list next to the invitee roll if they were absent or if they attended in person or via telephone.
5. For follow-up meetings, just open the last meeting minutes document, update your action items and prep the document for the next agenda.

**Date:** [July 9, 2009]

**Time:** [2:00-3:00]

**Location:** [1540 Conference Room]

**Purpose:** [The purpose of this meeting is to communicate status of project A]

### Attendees/Invitees

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **✓** | **Contact** | **Capacity** |
| [Derek Huether] | **✓** | [phone or email] | [Program Management Office] [Meeting Host] |
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**Agenda**

1. [Agenda items entered here]
2. [Agenda items entered here]

**Discussion**

1. [List discussion points here]
2. [List discussion points here]
3. [List discussion points here]

**Action Items**

| **Item** | **Action Item** | **Date Added** | **Assigned To** | **Date Due** | **Status** |
| --- | --- | --- | --- | --- | --- |
| [AI-02] | [Create a Meeting Minutes Template] | [07/03/2009] | [Derek Huether] | [07/15/2009] | Open |
| [AI-01] | [Located Template used in past] | [07/03/2009] | [Derek Huether] | [07/15/2009] | Closed |