**Meeting Minutes –** <Meeting Name>

| Date: | Meeting Owner: |
| --- | --- |
| Time: | Facilitator: |
| Location: | Scribe: |

*List attendees in the table below – consider listing names alphabetically.* *For all attendees present at the meeting, place an “X” in the Attendance box. Delete blue, italic text.*

| Attendance | Participant | Attendance | Participant |
| --- | --- | --- | --- |
| X | <Meeting Organizer> |  | <Participant 2> |
| X | <Scribe> | X | <Participant 3> |
|  | <Participant 1> | X | <Participant 4> |

**Agenda Items**

*List agenda items.*

**Minutes**

*For each agenda item, write a short statement of each action taken by the attendees, along with a brief explanation of the rationale for their decision. If there is extensive discussion, write a succinct summary of key discussion items.*

*Record discussions objectively, avoiding personal observations. Check your language to be sure that it is clear, unambiguous, and complete.*

*Keep information basic and language simple to avoid any confusion.*

**Action Items**

| Action Item | Owner(s) | Target Due Dates | Status |
| --- | --- | --- | --- |
| Action Item 1 | Owner 1 | Date 1 | Open |
| Action Item 2 | Owner 2 | Date 2 | Closed |
| Action Item 3 | Owner 3 | Date 3 | Hold |