Minutes of Meeting

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Summary** | | | | | |
| **Meeting Topic** | Topic name | | | | |
| **Date** | dd Mon yy | **From** | hh:mm AM | **To** | hh:mm PM |
| **Location** | Location details | **Note Taker** | First name Last name | **Duration** | 0.5 hrs |

|  |  |
| --- | --- |
| **Agenda** | |
| **Time** | **Topic** |
| 15 mins | 1. Topic name- brief description |
| 35 mins | 2. Topic name- brief description |
| 10 mins | 3. Topic name- brief description |

|  |  |  |  |
| --- | --- | --- | --- |
| **Attendee List** | | | |
| # | **Name** | **Present?** | **Reason of Absence** |
| 1 | First name Last name | Y |  |
| 2 | First name Last name | Y |  |
| 4 | First name Last name | N | Out sick |

|  |  |
| --- | --- |
| **Meeting Notes** | |
| 1 | Mention significant points of the meetings |
| 2 | Mention significant points of the meetings |
| 3 | Mention significant points of the meetings |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | | | |
| # | **Task** | **Person Responsible** | **Due Date** |
| 1 | brief description | Department name OR First name Last name | Dd Mon yy |
| 2 | brief description | Department name OR First name Last name | TBD |
| 3 | brief description | Department name OR First name Last name | Dd Mon yy |