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| 2.6.2017 |

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| Meeting Notes |

# Attending

[Name]

[Name]

## Announcements

List all announcements made at the meeting. For example, new members, change of event, and so forth.

* Need a heading? On the Home tab, in the Styles gallery, just tap the heading style you want.
* Notice other styles in that gallery as well, such as for a numbered list, or a bulleted list like this one.

## Discussion

Summarize the discussion for each issue, state the outcome, and assign any action items.

## Roundtable

Summarize the status of each area/department.