[Meeting Title] |MINUTES

Meeting date | time 8/24/2021 12:00 AM

Meeting location [Location]

# Attendees

|  |  |  |
| --- | --- | --- |
| [names & roles] | [names & roles] |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Invited but Did Not Attend

[names & roles]

# Subject

[Meeting purpose]

# Discussion Topics

[Discussion topics and key points]

# Decisions

|  |  |
| --- | --- |
| D1 | [Description] |
| D2 | [Description] |
| D3 | [Description] |

# Actions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A1 | [name] | [Description] | [Open|Closed] | [Date due or date closed] |
| A2 | [name] | [Description] | [Open|Closed] | [Date due or date closed] |

# Follow up and next steps

[Text]