**Meeting Minute**

**Meeting number:**

**Location:**

**Date:**

**Time:**

**Attendees:**

**Discussion points:**

|  |  |  |  |
| --- | --- | --- | --- |
| Task list | Owner(s) | Deadline | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Attendance**

|  |  |  |
| --- | --- | --- |
| Role | Name | Signature |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Plan for Next Meeting:**