[Meeting name] meeting minutes

|  |  |
| --- | --- |
| Location: | [Conf Call . ] |
| Date: | [Date] |
| Time: | [Time] |
| Attendees: | [List attendees here.. Mandatory / Optional Attendees to come here] |

# **Agenda items**

1. [Agenda item]
2. [Agenda item]
3. [Agenda item]
4. [Agenda item]
5. [Agenda item]

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| [List action item here] | [Name(s)] | [Date] | [Status, such as In Progress or Complete] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |