<Group ##> – <Title>

**MINUTES OF MEETING**

**<Date>**

**Agenda**

**<Mention 3 or 4 agenda for discussion>**

**For eg**

* Discuss queries on Usecase
* Module owner identification
* Story board preparation
* Templates to use

**Action:**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Responsibility** | **Planned Finish Date** |
| **<Action Item 1>** | <user1> |  |
| **<Action Item 2>** | <user2> |  |
|  |  |  |

**[Note:**

**Let each action item be mapped to 1 person only**

**Each action item status should be checked in next meeting and hence will be part of next meeting agenda]**