|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting Title** | | *Mention title of the meeting here* | | | | | |
| **Meeting Organizer** | | *Name of person organized the meeting* | **Meeting Date** (dd/mm/yyyy) | | |  | |
| **Meeting Type** | | Scheduled  Unscheduled | **Meeting #** | | | *if meeting is on same project/RFC* | |
| **Related Project / RFC** | | *Mention project code / RFC# if meeting is organized for any project / RFC* | | | | | |
| **Invitees** | | *Mention list of attended if formal meeting invite was sent* | | | | | |
| **Attendees** | | ***Name of Person & Dept*** | | **Abbreviation** *(for referral as action owner)* | | | |
|  | | 1. *Mention abbreviation for the person attended the meeting like SAH for Syed Aijaz Haider* | | | |
| **Discussions** | | | | | | | |
| **Sr#.** | **Topic** | | | | | | |
| 1 |  | | | | | | |
| 2 |  | | | | | | |
| 3 |  | | | | | | |
| 4 |  | | | | | | |
| 5 |  | | | | | | |
| **Action Items** | | | | | | | |
| **Sr#.** | **Description** | | | | **Owner** | | **Target Date** |
| 1 |  | | | |  | |  |
| 2 |  | | | |  | |  |
| 3 |  | | | |  | |  |
| 4 |  | | | |  | |  |
| **Follow Up** | | | | | | | |
| **Next Meeting Schedule** | | *Mention date and time for the next meeting* | | | | | |
| **Required Participants** | | *Mention list of participants required for the next meeting* | | | | | |

|  |  |
| --- | --- |
| **Attachments** | 1. *Attachment 1* 2. *Attachment 2*   *Mention list of documents attached with the minutes of meeting email required to be sent to participants* |