# Meeting Minutes Template

**Meeting Details**

|  |  |
| --- | --- |
| Purpose |  |
| Date of meeting |  |
| Time of meeting |  |
| Location of meeting |  |

**Meeting Participants**

|  |  |
| --- | --- |
| Facilitator |  |
| Note-taker |  |
| Attendees |  |

**Agenda Item 1**

|  |  |
| --- | --- |
| Discussion point 1 |  |
| Discussion point 2 |  |
| Discussion point 3 |  |

**Agenda Item 2**

|  |  |
| --- | --- |
| Discussion point 1 |  |
| Discussion point 2 |  |
| Discussion point 3 |  |

**Agenda Item 3**

|  |  |
| --- | --- |
| Discussion point 1 |  |
| Discussion point 2 |  |
| Discussion point 3 |  |

**Agenda Item 4**

|  |  |
| --- | --- |
| Discussion point 1 |  |
| Discussion point 2 |  |
| Discussion point 3 |  |

**General Discussion**

|  |  |
| --- | --- |
| Discussion point 1 |  |
| Discussion point 2 |  |
| Discussion point 3 |  |

**Action Items**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Assigned** | **Due Date** |
|  |  |  |
|  |  |  |
|  |  |  |

End of Meeting Minutes Template