**FACTOM**

**COMMUNITY**

**MEETING MINUTES**

**[ORGANIZATION/TEAM ]**

**[MEETING #]**

**[YYYY-MM-DD]**

|  |  |
| --- | --- |
| **Date and time of meeting** |  |
| **Date minutes drafted** |  |
| **Date minutes approved** |  |
| **Organization/Team** |  |
| **Attendees** |  |
| **Members not in attendance** |  |
| **Other attendees** |  |
| **Meeting Leader** |  |
| **Meeting Secretary** |  |

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| **Subject 0** | * **Roll Call** * **Approval of minutes from previous meeting on (INSERT DATE).** |
| **Discussion** |  |
| **Conclusion** |  |
| **Follow up** |  |

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| **Subject 1** |  |
| **Discussion** |  |
| **Conclusion** |  |
| **Follow up** |  |

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| **Subject 2** |  |
| **Discussion** |  |
| **Conclusion** |  |
| **Follow up** |  |

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| **Subject 3** |  |
| **Discussion** |  |
| **Conclusion** |  |
| **Follow up** |  |

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| **Subject 4** |  |
| **Discussion** |  |
| **Conclusion** |  |
| **Follow up** |  |

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| **Subject 5** |  |
| **Discussion** |  |
| **Conclusion** |  |
| **Follow up** |  |

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| **Subject 6** |  |
| **Discussion** |  |
| **Conclusion** |  |
| **Follow up** |  |

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| **Subject 7** |  |
| **Discussion** |  |
| **Conclusion** |  |
| **Follow up** |  |

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| **Subject 8** |  |
| **Discussion** |  |
| **Conclusion** |  |
| **Follow up** |  |

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| **Subject 9** |  |
| **Discussion** |  |
| **Conclusion** |  |
| **Follow up** |  |

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| **Subject 10** |  |
| **Discussion** |  |
| **Conclusion** |  |
| **Follow up** |  |