**Meeting Minutes**

**Meeting Date : ${m\_date}**

**Meeting Location : ${m\_loc}**

**Recorded By : ${user}**

1. **MEETING LOCATION:**

Building : ${building}

Web Address : ${web\_address}

1. **MEETING START:**

Meeting Schedule Start : ${sche\_start}

Meeting Actual Start : ${sche\_actu\_start}

Meeting Scribe : ${m\_scribe}

1. **AGENDA:** ${agenda}
2. **MEETING END:**

# Meeting Schedule End : ${m\_sche\_end}

Meeting Actual End : ${m\_actu\_end}

1. **Action: ${action}**
2. **Next Meeting: ${next\_meet}**