Meeting Title |Minutes

## Meeting date | time *Date | Time* | Meeting location *Location*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Meeting called by | Name | | Type of meeting | Purpose | | Facilitator | Name | | Note taker | Name | | Timekeeper | Name | | Attendees  Attendees |

# Agenda topics

## Time allotted | *Time* | Agenda topic *Topic* | Presenter *Name*

Discussion Conversation

Conclusion Closing

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Topic 1 | Presenter Name | Date | time |
| Topic 2 | Presenter Name | Date | time |

## Time allotted | *Time* | Agenda topic *Topic* | Presenter *Name*

Discussion Conversation

Conclusion Closing

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Topic 1 | Presenter Name | Date | time |
| Topic 2 | Presenter Name | Date | time |

## Time allotted | *Time* | Agenda topic *Topic* | Presenter *Name*

Discussion Conversation

Conclusion Closing

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Topic 1 | Presenter Name | Date | time |
| Topic 2 | Presenter Name | Date | time |

## Time allotted | Time | Agenda topic Topic | Presenter Name

Discussion Conversation

Conclusion Closing

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Topic 1 | Presenter Name | Date | time |
| Topic 2 | Presenter Name | Date | time |

Observers Name

Resource persons Names

Special notes Type additional notes here