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| **[Meeting Title]**  |
| **[Date]**  | **[Time]** | **[Meeting Location]** |
| **Type of meeting** |  |
| **Facilitator** |  |
| **Note taker** |  |
| **Attendees** |  |
| **Absentees** |  |

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| **[Agenda Topic]**  |
| **[Time allotted]** | **[Facilitator]** |
| **Discussion** |
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| **Conclusions:** |
|  |
| **Action Items:** | **Person Responsible** | **Deadline** |
|  |  |  |
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| **[Agenda Topic]** |
| **[Time allotted]** | **[Facilitator]** |
| **Discussion** |
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| **Conclusions:** |
|  |
| **Action Items:** | **Person Responsible** | **Deadline** |
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|  |  |  |
| **[Agenda Topic]**  |
| **[Time allotted]** | **[Facilitator]** |
| **Discussion** |
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| **Conclusions:** |
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| **Action Items:** | **Person Responsible** | **Deadline** |
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| **Other items discussed:**  |
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| **Other major decisions made:** |
|  |
| **Other upcoming deadlines/events:**  |
|  |
| **Assessments given during meeting:** |
|  |