|  |
| --- |
| Meeting |
| [Day, Date] | [Time] | [Location] |
| Meeting called by |  |
| Notetaker |  |
| Attendees |  |
| Remote Connection (if appropriate) |  |
| Topic | Notes |
|  |   |
| Action Items | Person Responsible | Deadline |
|  |  |  |
|  |  |  |
| Topic | Notes |
|  |  |
| Action Items | Person Responsible | Deadline |
|  |  |  |
| Additional Notes |
|  |
|  |
| Future Meetings |
| Date | Times | Location | Notes |
|  |  |  |  |
|  |  |  |  |
| Minutes submitted [date] by [Name] |