|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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] | | | | | | | | | |