

Organization & Meeting Name

Meeting date

Meeting time

Meeting location

Called by

Facilitator

Note taker

Present

Absent

Agenda

Topic

Time Allotted

Presenter

Discussion & Conclusion

Open Action Items

Task	Responsible Party	Status
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New Action Items

Task	Responsible Party	Status
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Adjournment

Meeting was adjourned at [time] by [facilitator].

The next meeting will be [time] on [date] at [location].