

# MEETING MINUTES

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**Date:** [Date]

**Time:** [Start] – [End]

**Location:** [Room / Zoom / Teams]

**Facilitator:** [Name]

**Meeting Type:** [Weekly / Monthly / Project / Ad-hoc]

**Notes By:** [Name]

## ATTENDEES

*[List all attendees — Name, Title. Mark absent with (A)]*

## AGENDA ITEMS DISCUSSED

### 1. [Agenda Item / Topic]

[Discussion summary, decisions made, key points]

### 2. [Agenda Item / Topic]

[Discussion summary, decisions made, key points]

### 3. [Agenda Item / Topic]

[Discussion summary, decisions made, key points]

### 4. [Agenda Item / Topic]

[Discussion summary, decisions made, key points]

## DECISIONS MADE

- [Decision or resolution agreed upon]
- [Decision or resolution agreed upon]
- [Decision or resolution agreed upon]

## ACTION ITEMS

ACTION	OWNER	DUE
[Action item]	[Name]	[Date]
[Action item]	[Name]	[Date]
[Action item]	[Name]	[Date]

**NEXT MEETING:** [Date, Time, Location]

**Meeting adjourned at:** [Time]

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**Secretary / Note-Taker**

**Approved By**