

DRN: _____ (Arial font 8, bold)

MINUTES OF MEETING

[Title of the Meeting]
[Date] | [Time]
via Zoom

I. Attendance

NAME	POSITION	OFFICE

II. Call to Order

The meeting was called to order at [time started] by [name of person].

III. Highlights of Discussion

[Discussion per agenda item]

IV. Action Points and Deliverables

[Summary of Agreements]

V. Adjournment

Having no other matters for discussion, the meeting was adjourned at [time ended].

Prepared by:

Approved by:

(NAME)
(Position)

(NAME)
(Position)

POST MEETING NOTES:

[Include post meeting notes if necessary. Sample: Routing/Vetting of the minutes of the meeting, or corrections on the information provided during the meeting.]

Delete if not needed]