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| **[Meeting Title]** | | |
| **[Date]** | **[Time]** | **[Meeting Location]** |
| **Type of meeting** |  | |
| **Facilitator** |  | |
| **Note taker** |  | |
| **Attendees** |  | |
| **Absentees** |  | |

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| **[Agenda Topic]** | | |
| **[Time allotted]** | **[Facilitator]** | |
| **Discussion** | | |
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| **Conclusions:** | | |
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| **Action Items:** | **Person Responsible** | **Deadline** |
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| **[Agenda Topic]** | | |
| **[Time allotted]** | **[Facilitator]** | |
| **Discussion** | | |
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| **Conclusions:** | | |
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| **Action Items:** | **Person Responsible** | **Deadline** |
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| **[Agenda Topic]** | | |
| **[Time allotted]** | **[Facilitator]** | |
| **Discussion** | | |
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| **Conclusions:** | | |
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| **Action Items:** | **Person Responsible** | **Deadline** |
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| **Other items discussed:** |
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| **Other major decisions made:** |
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| **Other upcoming deadlines/events:** |
|  |
| **Assessments given during meeting:** |
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