**Meeting Minutes Template**

**Meeting Details**

|  |  |
| --- | --- |
| Meeting called |       |
| Date of meeting |       |
| Time of meeting |       |
| Location of meeting |       |

**Meeting Participants**

|  |  |
| --- | --- |
| Facilitator |       |
| Note-taker |       |
| Attendees |       |

**Agenda Item 1**

|  |  |
| --- | --- |
| Discussion point 1 |       |
| Discussion point 2 |       |
| Discussion point 3 |       |

**Agenda Item 2**

|  |  |
| --- | --- |
| Discussion point 1 |       |
| Discussion point 2 |       |
| Discussion point 3 |       |

**Agenda Item 3**

|  |  |
| --- | --- |
| Discussion point 1 |       |
| Discussion point 2 |       |
| Discussion point 3 |       |

**General Discussion**

|  |  |
| --- | --- |
| Discussion point 1 |       |
| Discussion point 2 |       |
| Discussion point 3 |       |

**Action Items**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Assigned** | **Due Date** |
|       |       |       |
|       |       |       |
|       |       |       |