**Title**

**NOTES**

**Date / Time / Address**

**Notes**

**Handouts Associated with the Meeting:**

* Title
* Title

**Participants:** List of Names

**Absent:** List of names (If relevant.)

**Introductory Points**

* Starting point comment / bullets (If relevant.)

**Agenda Item Title**

Discussion synopsis. Write just enough to capture what needs to be retained for reference. Be sure to capture end decision or action items.

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**Next Steps**

Articulate any follow-up actions agreed to by the group; particularly those not captured in the Action Item Log.

**Next Meeting:**

Record date, time, location here for easy reference.

**Action Item Log**

| **ID#** | **Action** | **Responsible** | **Assigned Date** | **Due Date** | **Status** |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |