Meeting Minutes

One-page record · fill in by hand during the meeting

Meeting _____ **Date** _____

Chaired by _____ **Time** _____

Recorded by _____ **Location** _____

ATTENDEES (TICK IF PRESENT)

☐ _____ ☐ _____ ☐ _____

☐ _____ ☐ _____ ☐ _____

☐ _____ ☐ _____ ☐ _____

AGENDA / DISCUSSION NOTES

DECISIONS

ACTION ITEMS

Action	Owner	Due	✓

NEXT MEETING

Date / time _____ **Minutes approved by** _____