## Meeting Minutes Template

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| Name of Organization:Goal/Purpose of Meeting:Date/Time:Chairperson:Minute Taker:Start time: |
| Topic | Discussion | Action | PersonResponsible |
| 1.    |   |   |   |
| 2.    |   |   |   |
| 3.    |   |   |   |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| Topics Not Discussed | Topics for Next Meeting | Decisions Made in This Meeting |
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Meeting End Time: