



MEETING MINUTES TEMPLATE

1. Meeting Information	
Team Name:	
Date of Meeting:	
Minutes Prepared By:	
Purpose of the Meeting:	

2. Meeting Attendance	
Name	Department

3. Agenda Items
I. Old Business (Be sure to follow up on previous action items) Notes: Outcomes:
II. Agenda Item Notes: Outcomes:
III. Agenda Item Notes: Outcomes:

4. Action Items			
Action:	Assigned to:	Due Date:	Status:

5. Next Meeting		
Target Date:	Time:	Location:
Objectives:		
Send Agenda Items to:		