## Meeting Minutes Template

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| --- | --- | --- | --- | --- |
| Name of Organization: Goal/Purpose of Meeting: Date/Time: Chairperson:  Minute Taker:  Start time: | | | | |
| Topic | | Discussion | Action | Person Responsible |
| 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: