# 

# MEETING MINUTES

**DATE:** 00/00/0000 **TIME:** 00:00 – 00:00 **LOCATION:** MEETING ROOM

**MEMBERS PRESENT:** LIST MEMBERS

**PRESENTED BY:** LIST CHAIR **MINUTES TAKEN BY**: LIST MINUTE TAKER

|  |  |  |
| --- | --- | --- |
| **TOPIC** | **DISCUSSION** | **ACTION** |
|  |  |  |
| List topic of discussion #1 | Minutes should reflect what was spoken about on this topic. | List any action steps agreed upon. |
| List topic of discussion #2 | Minutes should reflect what was spoken about on this topic. | List any action steps agreed upon. |
| List topic of discussion #3 | Minutes should reflect what was spoken about on this topic. | List any action steps agreed upon. |
| List topic of discussion #4 | Minutes should reflect what was spoken about on this topic. | List any action steps agreed upon. |