**[Meeting Title]**

**Meeting Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | [Date] | Meeting Type: | [Type of Meeting]4 |
| Time: | [Time] | Call-In Number: | [List number] |
| Location: | [Location] | Called By: | [Name] |
| Last Meeting: | [Date] | Facilitator: | [Name] |
| Next Meeting: | [Date] | Timekeeper: | [Name] |
| Call-In Code: | [Enter code] | Note Taker: | [Name] |

**Purpose of the meeting**

**Key objectives/goals**

* [Goals]
* [Goals]
* [Goals]
* [Goals]
* [Goals]
* [Goals]

**Last meeting decision**

* [Decision] 1
* [Decision] 2
* [Decision] 3
* [Decision] 4
* [Decision] 5
* [Decision] 6

**Attendance**

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

**Preparation For Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please Read:** | [Notes] | **Please Bring:** | [Notes] |

**Action Items/Next Steps**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Assigned To** | **Deadline** | **Status** |
| [Task Name] | [Name] | [Date] | [ ]  In progress [ ]  Complete |
| [Task Name] | [Name] | [Date] | [ ]  In progress [ ]  Complete |
| [Task Name] | [Name] | [Date] | [ ]  In progress [ ]  Complete |
| [Task Name] | [Name] | [Date] | [ ]  In progress [ ]  Complete |

**Other Notes or Information:** [Note]