Meeting Minutes Template

Name of Committee:

Date of Meeting:

Location of Meeting:

Notes Taken by:

|  |  |
| --- | --- |
| Members Present | Members Absent |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Themes/Topics Discussed:

# Decisions Made:

# Action Steps:

|  |  |  |
| --- | --- | --- |
| What | Who | By When |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |