

# MINUTES

Insert Date

Attending:

## ACTION... ITEMS... AND... DECISIONS... MADE

Topic/ Area	Decision Made
List the overall subject under consideration	Describe the decision made

<b>Action Item</b>	<b>Responsible</b>	<b>Completion Date</b>
1.		
2.		
3.		
4.		
5.		
6.		

Next meeting date will be on \_\_\_\_\_, at \_\_\_\_\_ o'clock in the \_\_\_\_\_ room.

<b>Time</b>	<b>Agenda item</b>	<b>Lead role</b>

Roles for next meeting:

Facilitator	
Time keeper	
Scribe	