

MEETING MINUTES TEMPLATE

Name of Group			
Date			
Type of Meeting	<input type="checkbox"/> <input type="checkbox"/> General Meeting <input type="checkbox"/> Steering Committee <input type="checkbox"/> <input type="checkbox"/> Work Group Meeting		
Attendees	Names and organizations		
Recorder	Name		
TOPIC	DISCUSSION	ACTION or F/U	WHO
1.	<ul style="list-style-type: none"> • Key discussion points • Decisions made 	What, by when?	Responsible person(s)?
2.	<ul style="list-style-type: none"> • Key discussion points • Decisions made 		
3.	<ul style="list-style-type: none"> • Key discussion points • Decisions made 		
4.	<ul style="list-style-type: none"> • Key discussion points • Decisions made 		
5.	<ul style="list-style-type: none"> • Key discussion points • Decisions made 		
Announcements			
Adjourn	Next meeting time, date, location.		