**MEETING NOTES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** [Date] | **Time:** [Time] | **Location:** [Room/Link] | **Facilitator:** [Name] |

**[MEETING TITLE]**

**ATTENDEES**

[Name], [Name], [Name], [Name]

**KEY DISCUSSION POINTS**

**1. [Topic]**

[Summary of discussion, key points raised, different perspectives]

**2. [Topic]**

[Summary of discussion]

**3. [Topic]**

[Summary of discussion]

**DECISIONS MADE**

• [Decision 1]

• [Decision 2]

• [Decision 3]

**ACTION ITEMS**

|  |  |  |
| --- | --- | --- |
| **Action** | **Owner** | **Due Date** |
| [Action item description] | [Name] | [Date] |
| [Action item description] | [Name] | [Date] |
| [Action item description] | [Name] | [Date] |

**NEXT MEETING**

Date: [Date] • Time: [Time] • Topic: [Focus for next meeting]

*Notes taken by: [Name]*