# Meeting Minutes Template

Provide meeting date and time

Provide meeting location

Provide meeting participation options

## Attendees

* List names of attendees, include position and organizations if needed

## Agenda

### Provide first discussion topic.

Provide notes for first discussion topic. Consider including: name of speaker(s), significant points, actions or interactions, action items, etc.

### Second Discussion Topic

Provide notes for second discussion topic. Consider including: name of speaker(s), significant points, actions or interactions, action items, etc.

### Third Discussion Topic

Provide notes for third discussion topic. Consider including: name of speaker(s), significant points, actions or interactions, action items, etc.

### Meeting Adjourn

Consider including details such as when meeting adjourned, next meeting date, significant points, contact information, etc.