|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **<Meeting Name>** | | | | | |
| **Meeting Date:** | <Date> | **Time:** | <Start-End Time> | **Location:** | <Location> |
| **Facilitator:** | <Facilitator Name> | | | **Scribe:** | <Scribe Name> |
| **Participants:** |  | | | | |
| **Meeting Purpose:** |  | | | | |

|  |  |
| --- | --- |
| **GENERAL Information** | |
| 1. **Item** | |
| Discussion |  |
| Outcome |  |
| 1. **Item** | |
| Discussion |  |
| Outcome |  |
| 1. **Item** | |
| Discussion |  |
| Outcome |  |
| 1. **Item** | |
| Discussion |  |
| Outcome |  |

| **ACTION Items** | | |
| --- | --- | --- |
| **Action to be taken** | **Responsible** | **Due Date** |
|  |  |  |
|  |  |  |
|  |  |  |

| **ISSUES (a point or matter in question or in dispute)** | | |
| --- | --- | --- |
| **Issue** | **Responsible** | **Due Date** |
|  |  |  |
|  |  |  |
|  |  |  |

| **DECISIONS Reached** | **Decision Date** |
| --- | --- |
|  |  |
|  |  |
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