|  |
| --- |
| **<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** |
| --- | --- |
|  |  |
|  |  |
|  |  |