

BUSINESS MEETING MINUTES

MEETING NAME:			
DATE:		TIME:	
MEETING PURPOSE:		MEETING LEADER:	
		PREPARED BY:	

ATTENDANCE AT MEETING		
NAME	ROLE	NOTE

MEETING NOTES, DECISION, ISSUES

ACTION ITEMS			
ACTION	ASSIGNED TO	DUE DATE	ADDITIONAL INFORMATION

NEXT MEETING			
DATE	TIME	LOCATION	NOTE