

<Project Name> Meeting Minutes



Program/Area:	<i>[Insert program/area with which the project is affiliated]</i>
Meeting Purpose:	<i>[Insert name or purpose of meeting]</i>
Meeting Date:	<i><mm/dd/yyyy></i>
Meeting Time:	<i>[Insert time]</i>
Meeting Location:	<i>[Insert location]</i>
Meeting Facilitator:	<i>[List names]</i>
Attendees:	<i>[List names]</i>
Minutes Issued By:	<i>[Insert name of issuer]</i>

Next Steps: (Task, Assigned to, Checkpoint Date)	Owner	Due Date
<i>[Insert next step]</i>		
<i>[Insert next step]</i>		

Decisions Made: (What, Why, Impacts)
<i>[List and describe decision made]</i> <i>[Provide additional description of or information about the decision]</i> <i>[List and describe decision made]</i> <i>[Provide additional description of or information about the decision]</i>

Discussion: (Items/Knowledge Shared)
<i>[Itemize and describe discussion point]</i> <i>[Provide additional details about the discussion]</i> <i>[Itemize and describe discussion point]</i> <i>[Provide additional details about the discussion]</i> PARKING LOT: <i>[Describe any items that may have been deferred for a later discussion]</i> <i>[Itemize and describe parking lot topic]</i>

Miscellaneous Items:
<i>[Itemize and describe any additional miscellaneous items]</i> <i>[Provide additional details about the miscellaneous items]</i> <i>[Itemize and describe any additional miscellaneous items]</i> <i>[Provide additional details about the miscellaneous items]</i>

Sample Of Company Minutes Of Meeting

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