|  |  |  |  |
| --- | --- | --- | --- |
| MEETING TYPE (ie. SALES, OPERATIONS, etc.) MEETING MINUTES (Meeting #) | | | |
| **Date & Time:** |  | | |
| **Location:** |  | | |
| **Attendee(s):** |  |  |  |
| **Regret(s):** |  | | |
| **Guest(s):** |  | | |

| **DESCRIPTION / DISCUSSION** | | **ACTION[[1]](#endnote-1)**  **OWNER/ASSISTS** | **DUE DATE** |
| --- | --- | --- | --- |
| **1. Topic 1** | | | |
| **1.1a[[2]](#endnote-2)** |  |  |  |
| **1.1b** |  |  |  |
| **2. Topic 2** | | | |
| **1.2a** |  |  |  |
| **1.2b** |  |  |  |
| **3. Topic 3** | | | |
| **1.3a** |  |  |  |
| **1.3b** |  |  |  |
| **4. Topic 4** | | | |
| **1.4a** |  |  |  |
| **1.4b** |  |  |  |
| **5. Next Meeting:** Day, Month Date, Year – Time – Location | | | |

**Thank you for attending! Enjoy your week!**

1. [↑](#endnote-ref-1)
2. [↑](#endnote-ref-2)