Meeting **Minutes**

Meeting Location	
Date of Meeting: (MM/DD/YYYY)	**Time:**

1. Meeting Objective

2. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Prepared by

3. Topics

Topic	Decision Needed?	

4. Parking Lot Issues to be followed up on

Item	Who	By When
1.		
2.		
3.		
4.		

Meeting/Project Name:

Date of Meeting: (MM/DD/YYYY)		**Time:**	
Minutes Prepared By:		**Location:**	

1. Meeting Objective

2. Attendance at Meeting

Name	Department/Division	E-mail	Phone

3. Agenda and Notes, Decisions, Issues

Topic	Owner	Time

4. Action Items

Action	Owner	Due Date

5. Next Meeting (if applicable)

Date: (MM/DD/YYYY)		**Time:**		**Location:**	

Objective: