

Meeting Minutes

Date: _____

Time: _____

Location: _____

Reason: _____

Minutes Preparer: _____

Those in Attendance:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Items:

Item	Decision	Given to	Complete by