
Number and Name of Team:

Meeting Objectives:

Date/Time of Meeting:

Location of Meeting:

Members Present: (list all members that attended meeting)

Members Absent: (list members that did not attend the meeting)

Reading and Approval of Minutes: (specify date of minutes being approved)

Agenda Item #1: Old Business/Review of action plan from last meeting

Discussion: (summarize the discussion at the meeting)

Action: (list any action to be taken by whom and by when)

Agenda Item #2: New Business

Discussion: (summarize the discussion at the meeting)

Action: (list any action to be taken by whom and by when)

Agenda Item #3:

Discussion: (summarize the discussion at the meeting)

Action: (list any action to be taken by whom and by when)

Agenda Item #4:

Discussion: (summarize the discussion at the meeting)

Action: (list any action to be taken by whom and by when)

Announcements: (list any announcements made)

Future Agenda Items: (list any suggested agenda items that are to be tabled for the next meeting)

Summary of Action Items: (summarize actions to be taken by whom and by when)

Next Meeting: (list Date/Time/Location of the next meeting)

Minutes Prepared By: (minutes of meetings should be written up and emailed to all members for review within one week of the meeting. Copies will also be sent to the Steering Committee).