

Meeting: \_\_\_\_\_

Recorder of Minutes: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Speakers:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**Key Topics:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**Other Attendees:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**Minutes:**

Topic 1	Notes	Decisions	Action: Accountable: Result: Due:
Presenter			
Time			
Topic 2	Notes	Decisions	Action: Accountable: Result: Due:
Presenter			
Time			
Topic 3	Notes	Decisions	Action: Accountable: Result: Due:Due:
Presenter			
Time			
Topic 4	Notes	Decisions	Action: Accountable: Result: Due:
Presenter			
Time			

Topic 5	Notes	Decisions	Action:  Accountable:  Result:  Due:
Presenter			
Time			
Topic 6	Notes	Decisions	Action:  Accountable:  Result:  Due:
Presenter			
Time			
Topic 7	Notes	Decisions	Action:  Accountable:  Result:  Due:
Presenter			
Time			

**Next Weeks Topics:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**Responsibility:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**Next Meeting:**

Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Host: \_\_\_\_\_

**Rate This Meeting (Average Individual Responses):**

Unproductive [1] [2] [3] [4] [5] [6] [7] [8] [9] [10] Productive

**3 Things We Can Do Better Next Time:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_