

Title of meeting:

Name of Group(s):

Date:

Location: (circle in person, remote, or hybrid)

Meeting chair/leader: (Name, title/position, organization)

Name of note taker(s):

Attendees:

Meeting Agenda/Schedule:

Documents/handouts/slides presented:

Minutes of last meeting: (If needed)

Current meeting charge: (Succinct, specific questions to be answered or tasks to be accomplished, as a bulleted list.)

Responses to individual task/questions/charges: (List each charge point/question individually, followed by a bulleted list of responses.)

Record of any votes taken: (in addition to any official form that might be needed)

Post-meeting assignments: (list any assignments with expected due date and person/people responsible)

Major meeting outcomes: (summarize key points from above. Include the most important 'take home' messages)

Additional topics raised for further meetings:

Date(s) of next meeting(s):

Post-meeting attachments:

Signature and date: