[meeting title]

[Time, Date and Location]

**Meeting Purpose:** Write a brief description of the purpose or goals of the meeting. Make sure to also answer the following questions.

* Who is facilitating/organizing the meeting?
* Who is taking the minutes (writing the notes) for the meeting?

**Present:** List the names of people who attended the meeting.

**Absent with regrets:** List the names of people who were invited but did not attend the meeting.

**Minutes:** List the topics that were on the agenda and that were discussed during the meeting. For each topic, include information to answer each of the following questions.

* What were the main points that were talked about?
* Were decisions or conclusions made? Describe.
* Were tasks assigned to group members? Describe. What is the deadline to compete these tasks?

**Next meeting:** Include the following information about the next meeting:

* Who will facilitate/organize;
* Who will take minutes; and
* Topics for discussion.

**Meeting close:** What time did the meeting end? When and where is the next meeting scheduled?