

**Meeting Notes**

**Meeting Title**

**Date / Time (Start-End):**

**Location:**

**Facilitator:**

**Invitees:**

**Meeting Purpose:**

	<b>Agenda Item</b>	<b>Decisions Made, Actions Taken, Updated Deliverable Status, Key Points, Action Items Assigned</b>
2	Status update on outstanding Action Items	
3	Task:  Deliverable:	
4	Task:  Deliverable:	
5	Task:  Deliverable	
6	New Action Items and next steps including to whom assigned and date due	
7	Check-out	
	Adjourn	

*Next Meeting:*