Meeting Documentation Form

Date:               Start Time:                 End Time:               
Location:                                           Purpose of the meeting: 
Meeting Lead/s: 
Attendees: 

<table>
<thead>
<tr>
<th>Members Present</th>
<th>Members Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Guest Presenter/s: 

New Items/Actions: 

Follow-Up on Action Items from Previous Meeting: 

Status of The Delegated Tasks: 

Desired Outcomes and Deadlines: 

Next Actions: 

Next Meeting Date: 

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