

Meeting Documentation Form

Date: _____ **Start Time:** _____ **End Time:** _____

Location: _____ **Purpose of the meeting:** _____

Meeting Lead/s: _____

Attendees:

Members Present	Members Absent
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: