#  mEETING OF MINUTES sample

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Organization** | **Present** |
| <Name> | <Title> | <OPDIV/Bureau/ETC> | <Y/N/Phone> |
|  |  |  |  |
|  |  |  |  |

# Attendance

[The usual list of attendees should be detailed here. Any guests can be added. Groups with representatives from multiple organizations (Departments, Operating Divisions, Bureaus, etc.) should detail which organization **each** attendee represents. Attendance should be marked as yes, for those attending in person, no for those absent, and phone for those attending by teleconference or other remote method.]

# Meeting Location

Building:

Conference Room:

Conference Line:

Web Address:

# Meeting Start

Meeting Schedule Start: <HH:MM>

Meeting Actual Start: <HH:MM>

# Agenda

* **<Agenda Item 1>**
	+ <Notes on discussion>
* **<Agenda Item 2>**

# Meeting End

# Meeting Schedule End: <HH:MM>

Meeting Actual End: <HH:MM>

# Post Meeting Action Items

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** |
| <Action Item> | <Assignee> | <mm/dd/yy> |
|  |  |  |
|  |  |  |
|  |  |  |

# Decisions Made

[Document any decisions made during the meeting

* **Decision 1**

# Next Meeting

Next Meeting: <Location> <Date> <Time>