_____ meeting minutes

Date: _____ **Time:** _____

Place: _____ **Chair:** _____

Minutes by: _____

Attendance

Present: _____ **Absent:** _____

Last meeting's action items

Action	Who	Done?
		Yes / No / Not sure

Topics and decisions

Topic	What was decided
	Decision and vote if taken, or who brings it back

Action items

What	Who	By when
	One name	

Next meeting

Date, time, place

Sign-off

Minutes taken by: _____ **Approved on:** _____

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