**Purpose:**

* What is the reason or purpose for the meeting?

**Agenda:**

* What questions are we trying to address?
* How long are we going to spend on each question?

**Action Items:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  # | Responsible(completes the task) | Task | Status | Deadline | Date Completed |
|   |   |   |   |   |   |
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**Important Decisions:**

* What was decided?
* How was it decided?
* Who decided?

 **Meeting Minutes:**

* What topics were discussed on each of the agenda’s question?
* Who stated what?
* What is the current status on any action items?
* What are next steps?

 **Attachments:**

* What documentation was reviewed?

 **Attendees:**

* Who is invited and attended?
* What is their role?