Meeting Topic – Meeting Date

Add location or video conferencing details here.

# Attendees (include name + affiliation)

List the attendees of the meeting and their titles, department, or affiliation. Use a bulleted list if necessary.

# Meeting Purpose/Overview

Provide a concise overview of the meeting purpose. Use sub-headings if necessary by applying the Heading 2, Heading 3, etc. to organize content within a section.

# Agenda Items (include any relevant dates. List items in chronological order)

Use this space to list meeting item names and their allotted time (use bullets or numerals to organize items) in chronological order.

# Decisions and Action Items (add post meeting if applicable)

Use this space to record post-meeting action items including due dates and the person to whom the item was assigned.

# Discussion Summary (add post meeting if applicable)

If sending a follow-up after the meeting, fill in this space with a summary of what happened during the meeting.

Footers should always include the most recent date the document was revised and the page number. If appropriate for the document, please include the name of the person who prepared it and / or their department along with the link to the document’s permanent location. document.