

Team Name Meeting Minutes

Meeting Date		Meeting Leader	
Meeting Time		Meeting Scribe	
Meeting Location		Next Meeting	

Attendees:

Agenda:

A. Discussion

B. Conclusions

C.

Action Item	Person Responsible	Completed/Needs to Be

Agenda

A. Discussion

B. Conclusions

C.

Action Item	Person Responsible	Completed/Needs to Be

Agenda

A. Discussion

B. Conclusions

C.

Action Item	Person Responsible	Completed/Needs to Be