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# Meeting Minutes

## Meeting Title (Topic Addressed)

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_  
 Location: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Facilitator: \_\_\_\_\_ Scribe/Data Coordinator: \_\_\_\_\_

Attendees: \_\_\_\_\_

**Purpose:** *Meeting type & goal (Types: Information collection/sharing, Training, Project Coordination, Problem Solving, Decision Making, Planning/Strategy, Motivation, Training, etc.)*

**Objective(s):** *Expected outcome(s).*

**Main Conclusion:**

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### Decisions Taken:

- 1.
  - 2.
- etc.

### Open Items:

	<u>Leader</u>	<u>Deadline</u>
1. <i>Use verbs, actions, expected results that are realistic and measurable..</i>		
2.		
3.		
etc.		
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**Next Meeting:** *If any.*