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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:

Decisions Taken:

- 1.
- 2.
- etc.

Open Items:

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