

**Meeting Minutes Template**

Add Logo

[Company Name]

[Address]

[Email]

[Phone Number]

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting Information | | | |
| Meeting Date |  | Meeting Time |  |
| Meeting Location |  | | |
| Meeting Called By |  | | |
| Meeting Purpose |  | | |
| Facilitator |  | | |
| Note Taker |  | | |
| Time Keeper |  | | |
|  |  |  |  |
| Attendees | | | |
| Name | Department | Email | Phone Number |
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| Meeting Agenda | | | |
| Topics | Time Allotted | Presenter | Facilitator |
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| Supporting Material | | | |
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| Action Items | | | |
| Topics | Action | Responsible Person | Deadline |
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