

MEETING MINUTES	
MEETING:	What was the purpose/general topic of meeting
ATTENDEES:	Name of Attendees
DATE:	Date the meeting took place
AUTHOR:	Who wrote the meeting minutes?

AGENDA
<ul style="list-style-type: none"> Agenda for this meeting

DISCUSSION
<ul style="list-style-type: none"> Notes to all important points that were discussed during meeting

DECISIONS
<ul style="list-style-type: none"> All decisions that were made in the meeting

ACTION POINTS		
WHAT?	WHO?	UNTIL WHEN?
What to do	By whom	Until when