

Meeting minutes

Title	
Date	
Location	
Meeting Called by	
Participants	
Head of Meeting	
Note Taker	
Confidentiality	
Duration	

Agenda

Item no	Time allotted	Presenter	Topic
1.	... h ... min		
2.			
3.			
4.			
5.			

Discussion and Conclusions

Item 1

Topic: _____

Presenter: _____

Discussion:

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-
-

Conclusions:

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-
-

Action items and next steps:

Action to be taken	Person responsible	Due date

Item 2

Topic: _____

Presenter: _____

Discussion:

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-
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Conclusions:

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-

Action items and next steps:

Action to be taken	Person responsible	Due date

Item 3

Topic: _____

Presenter: _____

Discussion:

-
-
-
-

Conclusions:

-
-
-

Action items and next steps:

Action to be taken	Person responsible	Due date

Additional Notes: