



# MEETING MINUTES

Date:		Time:	
Department/team:		Location:	
Facilitator:		Note taker:	
Attendees:			
<b>MINUTES</b>			
<b>Agenda item 1:</b>		Presenter:	
Discussion:			
Conclusions:			
Action items		Person responsible	
<b>Agenda item 2:</b>		Presenter:	
Discussion:			
Conclusions:			
Action items		Person responsible	
<b>Agenda item 3:</b>		Presenter:	
Discussion:			
Conclusions:			
Action items		Person responsible	

<b>Agenda item 4:</b>		Presenter:
Discussion:		
Conclusions:		
Action items	Person responsible	
<b>Agenda item 5:</b>		Presenter:
Discussion:		
Conclusions:		
Action items	Person responsible	
<b>Agenda item 6:</b>		Presenter:
Discussion:		
Conclusions:		
Action items	Person responsible	
Time meeting concluded:		
Next meeting – Date:	Time:	Location: