**Meeting minutes**

**Date: Location:**

|  |  |  |
| --- | --- | --- |
| **Agenda Item** | | **Type of Notes Required** |
| **1.** | **Welcome and introductions** | None |
| **B. Guest speakers 1.** | None |
| **2.** | **Attendance** | Document names of people that are present |
| **3.** | **Old business** | Summarize in brief outstanding items |
| **A. Updates on action items from previous meeting**  **1.** | Summarize in brief updates on actions from previous meetings |
| **B. Upcoming activities 1.** | Summarize in brief upcoming activities and required actions |
| **4.** | **New business** | Summarize in brief new business and actions required |
|  | **C. Announcements 1.**  **2.** |
|  | **D. Round table of issues and concerns**  **1.** |
| **5.** | **Next meeting** | Document the date the next meeting is scheduled for |