DISCUSSION MINUTES FORMAT

|  |  |
| --- | --- |
| Date: |  |
| Time: |  |
| Place: |  |
| Attending: |  |
| Absent |  |

|  |  |
| --- | --- |
| **1. Agenda Item #1** | |
| Discussion: |  |
|  |
|  |
|  |
| Decisions: |  |
|  |
|  |
|  |
| Action Items: |  |
|  |
|  |
|  |
| **2. Agenda Item #2** | |
| Discussion: |  |
|  |
|  |
|  |
| Decisions: |  |
|  |
|  |
|  |
| Action Items: |  |
|  |
|  |
|  |
| **3. Agenda Item #3** | |
| Discussion: |  |
|  |
|  |
|  |
| Decisions: |  |
|  |
|  |
|  |
| Action Items: |  |
|  |
|  |
|  |
| **4. Agenda Item #4** | |
| Discussion: |  |
|  |
|  |
|  |
| Decisions: |  |
|  |
|  |
|  |
| Action Items: |  |
|  |
|  |
|  |
| **5. Agenda Item #5** | |
| Discussion: |  |
|  |
|  |
|  |
| Decisions: |  |
|  |
|  |
|  |
| Action Items: |  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| Next Meeting: |  |
| Adjournment: |  |