

## [YOUR COMPANY NAME]

### [MEETING TITLE] – MEETING MINUTES

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The following is an account of the minutes taken at the **[MEETING TITLE]** meeting held between [START TIME] & [END TIME] on [DATE] at [LOCATION].

#### 1. Attendees

The following members of [YOUR COMPANY NAME] were PRESENT:

Meeting Chair:	[NAME, TITLE]			
[DEPARTMENT A]:	[NAME, TITLE]	[NAME, TITLE]	[NAME, TITLE]	[NAME, TITLE]
[DEPARTMENT B]:	[NAME, TITLE]	[NAME, TITLE]	[NAME, TITLE]	[NAME, TITLE]
[DEPARTMENT C]:	[NAME, TITLE]	[NAME, TITLE]	[NAME, TITLE]	[NAME, TITLE]

The following key members of [YOUR COMPANY NAME] were ABSENT:

[DEPARTMENT A]:	[NAME, TITLE]	[NAME, TITLE]	[NAME, TITLE]	[NAME, TITLE]
[DEPARTMENT B]:	[NAME, TITLE]	[NAME, TITLE]	[NAME, TITLE]	[NAME, TITLE]

Minutes recorder:	[NAME, TITLE]
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#### 2. Reason for Meeting

This meeting was held in order to:

- ☐ Provide an update on the status of [SPECIFY];
- ☐ Make a decision regarding [SPECIFY];
- ☐ Review the latest developments concerning [SPECIFY];
- ☐ Discuss an opportunity to [SPECIFY];
- ☐ Other: [SPECIFY]; or
- ☐ This was a scheduled [WEEKLY/MONTHLY/QUARTERLY] meeting.

#### 3. Approval of Agenda

The agenda was unanimously approved as distributed OR The agenda was approved by all except for [NAME] because of [SPECIFY].