

NOTE TAKING AND MEETING MINUTES

ACTION ORIENTED MINUTES - WORKSHEET

TITLE OF MEETING: _____

PURPOSE: _____

DATE: _____

ATTENDEES: _____

REGRETS: _____

Agenda Item/Topic:		
Decision:		
Action(s):	Person Responsible	Due Date
Agenda Item/Topic:		
Decision:		
Action(s):	Person Responsible	Due Date
Agenda Item/Topic:		
Decision:		
Action(s):	Person Responsible	Due Date