# Meeting Minutes

## **General information**

|  |  |
| --- | --- |
| Meeting date:  | Meeting place:  |
| Attendees:  |
| Meeting objectives: |
| Agenda: |

## **Meeting topics**

|  |  |  |
| --- | --- | --- |
| Topics covered | Summary of the discussion | Actions to be taken |
| Topic 1 |  | * Action 1 + manager's name
* Action 2 + manager's name
 |
| Topic 2 |  | * Action 1 + manager's name
* Action 2 + manager's name

  |
| Topic 3 |  | * Action 1 + manager's name
* Action 2 + manager's name
 |
| Topic 4 |  | * Action 1 + manager's name
* Action 2 + manager's name
 |

## **Comments and notes**

|  |
| --- |
|  |

## **Appendices**

|  |
| --- |
|  |

**Name of the author of the report:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_