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| **untitled** | **MINUTES of [Meeting Name] Team** **[Day, Date, Year] [Start] – [Finish]****[Meeting Room Location]****[City, Province[** |
| **Present:**  |  |  | **Regrets:** **Guests:** |  |

| SUBJECT: | SUMMARY OF DISCUSSION | DECISION & NEXT STEPS |
| --- | --- | --- |
| 1. Call to Order
 |  |
| 1. Approval of Agenda
 |  |
| 1. Approval of Minutes of [date]
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| 1. Time, Date & Location of next meeting
 |  |
| 1. Adjournment
 |  |