|  |
| --- |
| **MEETING MINUTES** |
|  | DATE  | Time | LOCATION |
| Team Lead |  |
| Purpose |  |
| Note taker |  |
| Attendees |  |
| Regrets |  |
| ABSENCE |  |
| Guests |  |
|  |
| **Agenda Item #** | **Details** |
| 1. **Call to Order**
 |  |
| 1. **Approval of Agenda**
 |  |
| 1. **Approval of Minutes**
 |  |
| 1. **Old Business**
 |  |
| 1. **New Business**
 |  |
| 1. **Reports**
 |  |
| 1. **Next Meeting**
 |  |
| 1. **Adjournment**
 |  |
| **Action Items**  |
| Action Item Log  | Description | Lead | Due | COMMENTS |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |