|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |  | | | | |  |  |  | |