[Meeting Title]

Meeting Date:	[Select Date]	**Meeting Time:**	[Add Time]
Project Manager:	[Name]	**Meeting Location:**	[Location]
Minutes taken by:	[Name]	**Next Meeting Date:**	[Select Date]
Meeting Attendees:	[Add List]		
Absent:	[Add List]		

Discussion:	[Add Text]
Conclusions:	[Add Text]

New Actions				
Ref	Action Items	Status	Who	Due By