|  |  |
| --- | --- |
| **Facilitator**: | **Meeting Number**: |
| **Meeting date**: 5/1/2012 | **Meeting start time**: |
| **Minutes taken by**: | **Meeting end time**: |

1. **Meeting Objectives:**

|  |  |
| --- | --- |
| 1. |  |

1. **Requested Attendance:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

1. **Discussion/Decision Items:**

|  |  |
| --- | --- |
| **Topics** | |
| 1.1 |  |
| 1.2 |  |
| 1.3 |  |
| 1.4 |  |
| 1.5 |  |

1. **Action Assignments:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | | **Person Responsible** | **Due Date** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

1. **Next meeting:**

|  |  |
| --- | --- |
| Meeting date: | 5/10/2012 |
| Meeting start time: |  |
| Meeting end time: |  |

1. **Unabridged minutes:**

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |