**Meeting Minutes**

[Meeting Title]

**Opening:**

Meeting Began on Month XX, 20XX at [00:00 AM/PM]

**Members Present:**

Name/Org, Name/Org, Name/Org, Name/Org

**Members Not Present:**

Name/Org, Name/Org, Name/Org, Name/Org

**Brief Summary of Discussion:**

Discussion point 1—We discussed…

Discussion point 2—We discussed…

Discussion point 3—We discussed…

Discussion point 4—We discussed…

Discussion point 5—We discussed…

**Follow-Up Items**

Follow Up 1—*Name* will work on….

Follow Up 2—*Name* will work on….

Follow Up 3—*Name* will work on….

**Next Meeting**

The next meeting is scheduled for *Month XX, 20XX* at *location* from *time.*