Action minutes

Meeting title

Date	MM/DD/YYYY
Time	from … to …
Place or link	room, address or meeting link
Chair	name
Minute taker	name
Attendees	names, separated by commas
Distribution	who receives the minutes

1. Outcomes by agenda item

One row per item. The Outcome field takes what now applies, not who said what.

No.	Agenda item	Outcome	Owner	Due
1				
2				
3				
4				
5				
6				

2. Open points

No.	Open point	Who clarifies it	By when
1			
2			
3			

3. Next meeting

Date MM/DD/YYYY Time hh:mm Place or link room or link

Minute taker: _____ Approved by the chair: _____