Meeting Minutes Report

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| **Meeting Subject:** |  |
| **Date of Meeting:** |  | **Time:** |  |
| **Minutes Prepared by:** |  | **Location:** |  |
| **1. Attendance at Meeting** |
| **Name** | **University** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |
| 9. |  |
| 10. |  |
| 11. |  |
| 12. |  |
| 13. |  |
| 14. |  |
| 15. |  |
| 16. |  |
| 17. |  |
| 18. |  |
| 19. |  |
| 20. |  |
| **2. Purpose of Meeting** |
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| **3. Meeting Agenda** |
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| **4. Meeting Notes, Decisions, Issues** |
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| **5. Action Items** |
| **Action** | **Assigned to** | **Due Date** |
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| **6. Attachments (documents/handouts to bring, reading material, etc.)** |
| **Description** | **Prepared by** |
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|  |  |
| **6. Next Scheduled Meeting** |
| **Date:** |  | **Time:** |  |
| **Location:** |  |