

Step 1: Meeting Information Form

Meeting: _____	Meeting Agenda/Action Items
Date: _____	Contents:
Time: _____	<input checked="" type="checkbox"/> Distribution
Place: _____	<input checked="" type="checkbox"/> Agenda
Purpose: _____	<input checked="" type="checkbox"/> Minutes
	<input checked="" type="checkbox"/> Action items

Distribution

Participant	Role	FYI (Copies to)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Agenda

Time	Item	Who	Duration
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Information _____

Minutes

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Issues:	Agreements Reached
1. _____	_____
2. _____	_____
3. _____	_____

Discussion Notes:

Attachments:

Next Meeting: _____

Action Items

No.	Action Item	Assigned to	Opened	Due	Status
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____