

Educational Staff Meeting Minutes Form

Meeting Title

Date

Time

Location

Facilitator/Chair

Minute Taker

Attendance

Name	Present	Absent
<div></div>	<input type="checkbox"/>	<input type="checkbox"/>
<div></div>	<input type="checkbox"/>	<input type="checkbox"/>
<div></div>	<input type="checkbox"/>	<input type="checkbox"/>

Agenda Items

List the agenda items...

Discussion

Summarize the discussion...

Action Items / Decisions

Action Item / Decision	Responsible	Due Date
<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>

Next Meeting (Date/Time/Location)

Optional

Additional Notes