

Executive Team Meeting Minutes

Date	Time	
Location	Meeting Called By	
Minute Taker	Hotel Name	

Attendees

Name	Title	Present	Absent

Agenda

- 1.
- 2.
- 3.

Previous Meeting Follow-Up

Discussion & Updates

Agenda Item	Summary of Discussion	Decisions/Outcomes

Action Items

Action	Responsible	Deadline	Status

Other Notes

Next Meeting Date		Next Meeting Location	
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Chairperson

Minute Taker