|  |  |
| --- | --- |
| **DATE:** | Thursday, March 3, 2016 |
| **TIME:** | 10:30 AM |
| **LOCATION:** | Conference Room B |

 **[MEETING TITLE] MINUTES**

|  |  |  |  |
| --- | --- | --- | --- |
| **MEETING CREATED BY:** | Sara Hudson | **MINUTE TAKER:** | Anna James |
| **TYPE OF MEETING:** | Purpose | **TIME KEEPER:** | Steve Hart |
| **FACILITATOR:** | Sara Hudson |  |  |

**ATTENDEES PRESENT:**

|  |  |  |  |
| --- | --- | --- | --- |
| Sara Hudson | Steve Hart | Sara Hudson | Steve Hart |
| Steve Hart | Sara Hudson | Steve Hart | Sara Hudson |
| Sara Hudson | Steve Hart | Sara Hudson | Steve Hart |

**AGENDA TOPICS**

**[Agenda Topic Here]**

|  |  |  |  |
| --- | --- | --- | --- |
| **TIME ALLOCATED:** | 5 min | **PRESENTED BY:** | Anna James |

**Discussion:** Remarks

**Conclusion:** Remarks

|  |  |  |
| --- | --- | --- |
| **ACTIONS** | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
| [Action Topic Here] | Ken Smith | Friday, April 22, 2016; 1:00 PM |
| [Action Topic Here] | Ken Smith | Friday, April 22, 2016; 1:00 PM |

**[Agenda Topic Here]**

|  |  |  |  |
| --- | --- | --- | --- |
| **TIME ALLOCATED:** | 5 min | **PRESENTED BY:** | Anna James |

**Discussion:** Remarks

**Conclusion:** Remarks

|  |  |  |
| --- | --- | --- |
| **ACTIONS** | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
| [Action Topic Here] | Ken Smith | Friday, April 22, 2016; 1:00 PM |
| [Action Topic Here] | Ken Smith | Friday, April 22, 2016; 1:00 PM |

|  |  |
| --- | --- |
| **SECRETARY APPROVAL:** *(Signature & Date)* |  |

**[](https://www.smartsheet.com/try-it?trp=8570&utm_source=integrated+content&utm_campaign=/meeting-minutes-templates-word&utm_medium=basic+meeting+minutes+template&lx=IPy69FLZZw3XV0rrwDBvhw)**