# < group > Meeting Minutes

# ATTENDANCE

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Required | Attended |
| < name > | Chair | Yes | Yes |
| < name > | Member | Optional | No |
|  |  |  | Phone |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# DOCUMENTS REVIEWED

* < one >
* < two >

# DISCUSSION POINTS

* < paragraph >
* < paragraph >

# DECISIONS

1. < one >
2. < two >

# ACTION ITEMS

| ID | Assignment and Action | Due Date | Status |
| --- | --- | --- | --- |
| 1 | < name > - Action Item | 07-Nov | dd-mmm - <Status> |
| 2 | < name > - Action Item | 01-Jan | dd-mmm - <Status> |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Action items from previous sessions will be reviewed and status provided at each subsequent meeting.