

FIRST TIME FITOUT

MEETING/PROJECT

DATE OF MEETING

START TIME

LOCATION

END TIME

MEETING CHAIR

MINUTE TAKER

MEETING OBJECTIVE

ATTENDANCE

PRESENT

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

APOLOGIES

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

AGENDA, DECISIONS, ISSUES

TOPIC/DISCUSSION NOTES

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ACTION ITEM

ACTION

RESPONSIBLE

DUE DATE

NEXT MEETING

DATE

TIME

LOCATION

OBJECTIVE(S)