

# Meeting Notes Template

[Meeting Name]

Meeting Notes from xx/xx/xx

The [Team Name] held a meeting on xx/xx/xx from [Start Time] to [EndTime]. The meeting was virtual. Attendees of the meeting were the following:

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The following are the meeting notes from the meeting. Items appearing in italics indicate information added by the documenter for clarity or to provide context.

## Meeting Purpose and Agenda

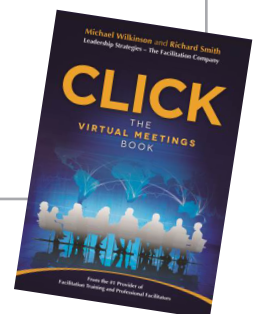
*Following the welcome, the meeting leader reviewed and gained agreement on the following purpose and agenda for the meeting.*

### Meeting Purpose

- 

### Meeting Agenda

- Getting starting
- [Agenda item]
- [Agenda item]
- [Agenda item]
- [Agenda item]
- Review and next steps
- Evaluation and Close



**A. [Topic]**

[Explanation]

1.
  -
- 2.
- 3.

**B. [Topic]**

[Explanation]

1.
  -
- 2.
- 3.

**C. [Topic]**

[Explanation]

1.
  -
- 2.
- 3.

**D. [Topic]**

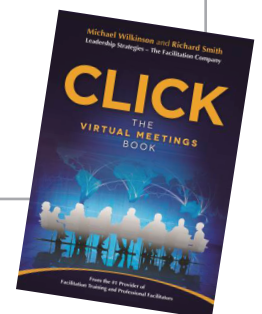
[Explanation]

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**E. Decisions List**

*The following is an ongoing list of decisions made by the team with the date that the decision was made.*

1. [Decision] (xx/xx/xx).
2. [Decision] (xx/xx/xx).
3. [Decision] (xx/xx/xx).



**F. Actions List**

*The following is an ongoing list of actions to be taken outside of the meeting along with the due date and the person responsible. When an action is completed, it appears in the next meeting notes as "done" and is then removed from subsequent meeting notes.*

Action	Assigned to	Due Date
1.		
2.		
3.		
4.		
5.		

**G. Open Issues**

*The following issues remained outstanding at the end of the meeting.*

- 1.

