

## Meeting Record Template

[See tips on running great meetings.](#)

<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
<b>Subject:</b> _____		
<b>Attendees:</b> _____		
<b>Meeting Summary:</b> _____		
_____		
_____		
_____		

### Action Items

Action Item	Responsible Person	Due Date

### Key Insights

#	Insight

### Decisions

#	Decision

