

DISCUSSION MINUTES FORMAT

Date:	
Time:	
Place:	
Attending:	
Absent	

1. Agenda Item #1	
Discussion:	
Decisions:	
Action Items:	
2. Agenda Item #2	
Discussion:	
Decisions:	

Action Items:	
3. Agenda Item #3	
Discussion:	
Decisions:	
Action Items:	
4. Agenda Item #4	
Discussion:	
Decisions:	

Action Items:	

5. Agenda Item #5	
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Discussion:	

Decisions:	

Action Items:	

Next Meeting:	
Adjournment:	