# {Date} Meeting Notes

## Participants

* Meeting participants.

## Goals

List goals for this meeting (e.g., Set design priorities for FY19):

## Discussion topics

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Item** | **Presenter** | **Notes** |
|  |  |  | * Add notes for each discussion topic
 |
|  |  |  |  |

## Action items

Add action items to close the loop on open questions or discussion topics:

[ ]  Type you action

[ ]  ..

## Decisions

Type /decision to record the decisions you make in this meeting: