|  |  |
| --- | --- |
| **DATE:** | Thursday, March 3, 2016 |
| **TIME:** | 10:30 AM |
| **LOCATION:** | Conference Room B |
|  |  |

 **MEETING MINUTES**

|  |  |  |  |
| --- | --- | --- | --- |
| **MEETING CREATED BY:** | Sara Hudson | **MINUTE TAKER:** | Anna James |
| **FACILITATOR:** | Sara Hudson | **TIME KEEPER:** | Steve Hart |
| **TYPE OF MEETING:** | Purpose | | |

**ATTENDEES PRESENT:**

|  |  |  |  |
| --- | --- | --- | --- |
| Sara Hudson | Steve Hart | Sara Hudson | Steve Hart |
| Steve Hart | Sara Hudson | Steve Hart | Sara Hudson |
| Sara Hudson | Steve Hart | Sara Hudson | Steve Hart |

|  |  |  |  |
| --- | --- | --- | --- |
| **AGENDA** | | **PRESENTED BY** | **TIME ALLOCATED** |
| 1. | Agenda Topic 1 | Steve Hart | 15 min |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
|  |  |  |  |
| **DECISIONS** | | | |
| 1. | Decision 1 | | |
| 2. |  | | |
| 3. |  | | |
| 4. |  | | |
|  |  | | |
| **NEW ACTIONS** | | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
| 1. | New Action 1 | Steve Hart | April 22, 2016; 1:00 PM |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
|  |  |  |  |
| **NOTES** | | | |
| Remarks | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SUBMITTED BY:** | Sara Hudson | **APPROVED BY:** | Anna James |

**[](https://www.smartsheet.com/try-it?trp=8570&utm_source=integrated+content&utm_campaign=/meeting-minutes-templates-word&utm_medium=detailed+meeting+minutes+template&lx=IPy69FLZZw3XV0rrwDBvhw)**