**Management Meeting Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Time: |  |
| Location: |  | | |

**1. Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Present** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Guest(s):** [If applicable]

**2. Agenda**

|  |  |  |
| --- | --- | --- |
| **1.** | **Agenda Item 1:** |  |
|  |
|  |
| **2.** | **Agenda Item 2:** |  |
|  |
|  |
| **3.** | **Agenda Item 3:** |  |
|  |
|  |

**3. Discussion & Key Points**

|  |  |  |
| --- | --- | --- |
| **1.** | **Agenda Item 1:** | [Summary of discussion, decisions, and any updates] |
|  |
|  |
| **2.** | **Agenda Item 2:** | [Summary of discussion, decisions, and any updates] |
|  |
|  |
| **3.** | **Agenda Item 3:** | [Summary of discussion, decisions, and any updates] |
|  |
|  |

**4. Decisions Made**

|  |
| --- |
| **Decision 1:** |
| **Decision 2:** |
| **Decision 3:** |

**5. Action Items**

| **Task** | **Responsible Person** | **Deadline** | **Status** |
| --- | --- | --- | --- |
| [Task 1] | [Name] | [Date] | [Pending/In Progress/Completed] |
| [Task 2] | [Name] | [Date] | [Pending/In Progress/Completed] |
| [Task 3] | [Name] | [Date] | [Pending/In Progress/Completed] |

**6. Next Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Time: |  |
| Location: |  | | |

|  |  |
| --- | --- |
| **Minutes Prepared by:** |  |
| **Approved by:** |  |